

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MATERIEL COMMAND
5001 Eisenhower Ave, Alexandria, VA 22333

AMC REGULATION
No. 690-4

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Civilian Personnel

US ARMY MATERIEL COMMAND
PERSONNEL MANAGEMENT INFORMATION SYSTEM (AMC PMIS)

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1. Purpose. This regulation prescribes the US Army Materiel Command Personnel Management Information System (AMC PMIS) and policies, responsibilities, and procedures for implementing that system.

2. Scope. This regulation applies to Headquarters, AMC; AMC major subordinate commands (including subordinate installations and activities); AMC project/product managers; and separate installations and activities reporting directly to Headquarters, AMC.

3. General. a. The AMC PMIS provides for system standardization and automation of certain activities of the civilian personnel office (CPO) at the operating level; for the retrieval of personnel information directly by the CPO; and for the simultaneous update of employee records at the installation, and at higher echelon personnel data banks.

b. AMC PMIS is predicated on minimal manual input of data, maximum automated processing, and automated output of products. Initial personnel and table data are input to the system, validated, and placed in the employee master record file or in the systems table. Requests for individual or mass-change action along with any required new or changed data are entered, initiating processes to combine data from the master file and systems table to produce action documents (e.g., Standard Form 50 (Notification of Personnel Action) and DA Form 2515 (Payroll Change Slip)).

At the same time, the employee master record file is updated and inputs to the Department of the Army Civilian Personnel Information System (DA CIVPERSINS) data bank are produced. Recurring reports are produced upon the request of the CPO as needed. One-time listings of any content, form, and grouping desired by the CPO are produced using the Personnel Information Retrieval System (PIRS), an integral part of the AMC PMIS.

4. Objectives. This regulation establishes a uniform AMC-wide automated system in support of, and to facilitate achievement of, the following AMC operating CPO functions:

a. Records maintenance, personnel forms preparation, and suspense action controls.

b. Recurring and nonrecurring report and information demands.

c. Feeding data to interfacing local systems and to higher level related systems.

5. Policies. a. AMC PMIS will be implemented by all AMC CPO's at the earliest practicable date.

b. The basic provisions, requirements, and concepts set forth in this regulation are mandatory, and any deviation must receive prior approval of the Commander, AMC, ATTN: AMCPT-C.

c. Recommended functional changes to the AMC PMIS will be forwarded to the Commander, AMC, ATTN: AMCPT-CR, for approval prior to implementation. Headquarters, AMC, will forward all approved changes for command-wide implementation. The AMC Logistic Systems Support Agency (AMCLSSA) is responsible for the Control Data (CD) 3300 AMC PMIS programs, and US Army Missile Command (MICOM) is responsible for the IBM 360 AMC PMIS programs.

d. All requests for information from the AMC PMIS and the release of outputs from the AMC PMIS data base must be approved by the CPO prior to release to any individual or organization other than the CPO. AMC PMIS will not be used to provide information to other automated systems without the prior approval of Headquarters, AMC. The release of information from the AMC PMIS data base is subject to the requirements of FPM 293-234.

6. Responsibilities. a. The Director of Personnel, Training, and Force Development (DPTFD), Headquarters, AMC, has primary responsibility for monitoring the implementation of AMC PMIS and for providing advice and assistance to all activities.

b. The commander of each AMC activity is responsible for assuring implementation of the AMC PMIS. If civilian personnel services are provided by a non-AMC CPO, provisions for PMIS will be included in the servicing agreement.

c. The Chief, AMCLSSA, has primary responsibility for reviewing and recommending to the DPTFD, Headquarters, AMC, any changes, modifications, and extensions proposed for the system, and to perform system maintenance actions as directed.

7. Procedures. a. Employee master record data input.

(1) The employee data are entered into the system through the use of general purpose input card formats. The data may be entered, changed, or deleted in conjunction with a personnel action or on a stand-alone basis. If submitted in conjunction with a personnel action, selected critical minimum data entries must be entered according to the nature of the personnel action. The input data are subjected to edit and validation checks--if data entered are invalid or if required data are omitted, the total submission for that employee is rejected and an error listing is produced. The employee master record is updated according to data entered and with logically developed data peculiar to the personnel action. Employee master record optional data elements may be deleted by entering a dash (-) in the left-most position of the appropriate input card format data field--employee master record mandatory data elements may not be deleted.

(2) Data element definitions and codes are set forth in appendix A; input card format preparation instructions are set forth in appendix B; and specific data input requirements to support the various personnel actions and processes are set forth in appendices E and F.

b. Employee master record.

(1) The employee master record is the depository of personnel data pertaining to a civilian employee. It provides all of the common data incident to the preparation of the computer-generated products and processes of the AMC PMIS.

(2) The employee master record description and definition, data element content, and control procedures are set forth in appendix C.

c. System tables.

(1) The computer-stored system tables are designed to assist the local activity in maintaining its uniqueness within the overall standard system. The tables are as follows:

(a) Organization table--locally developed.

(b) Civil service authority table--centrally developed, locally augmented.

(c) Pay tables--locally developed.

(d) SF 50 standard remarks table--centrally developed, locally augmented.

(e) Location table--locally developed.

(f) Position title table--locally developed.

(g) Nature-of-action narrative table--centrally developed, locally augmented.

(h) Pay period date table--locally developed.

(i) Authorized signature table--locally developed.

(2) The system tables description and maintenance methods and processes are set forth in appendix D.

d. Individual personnel actions.

(1) Individual personnel actions are initiated through the preparation of employee personnel action request input formats, plus selected employee master record data input formats (a above) as required for the particular category of

personnel action. After validation, the employee master record is updated with submitted and logically developed, system-generated data peculiar to the personnel action. Using submitted master record and system table data, the personnel document (SF 50 or DA Form 2515) of form and content peculiar to the personnel action is produced. If any DA CIVPERSINS I data elements or records are affected, appropriate punched card input to that system is produced in the prescribed format and a listing is produced.

(2) The individual personnel action processing methods and instructions are set forth in appendixes E and F.

e. Group personnel actions.

(1) Group personnel actions (i.e., within-grade increases and pay adjustments) are initiated through the preparation of group action request parameter data input formats. The employee master record file is examined and determination is made of employees eligible for the group action being processed, and the employee master record is updated accordingly. Using submitted master record and system table data, the personnel document (i.e., DA Form 2515) of form and content peculiar to the personnel action is produced. Appropriate punched card input to the DA CIVPERSINS I is produced in the prescribed format.

(2) The group action processing methods and instructions are set forth in appendix F.

f. Performance and career appraisals.

(1) Performance rating and career appraisal processes are initiated through the preparation of a product request data input format. The employee master record file is examined and those employees due a performance appraisal (probationary or official) or a career appraisal are identified. DA Form 1052 (Employee Performance Rating) and a corresponding suspense list are prepared for all employees due a performance rating; career appraisal suspense list is produced for all employees due such an appraisal; and a listing of delinquent employee career appraisals is produced if such appraisals are past due. Following the due date, if not previously updated through manual submission of data, the employee master record performance rating and date of rating are automatically updated.

(2) The performance and career appraisal processing methods and instructions are set forth in appendix G.

g. Position review lists.

(1) Position review lists are requested through the preparation of a position review list parameter input card format, specifying the organizational entities to be included. The employee master record file is examined and those employees within the included organizational entities are identified. Using employee master record and system table data, the position survey lists, in either plain paper or preprinted DA Form 279 (Position Review and Group Action Request List) format are produced.

(2) The position review list request and preparation methods and instructions are set forth in appendix H.

h. Retention registers.

(1) Retention registers are requested through the preparation of a product request data input format specifying the single, group, or all registers required. The employee master record file is examined and those employees within the included registers are identified. Using employee master record and system table data, the requested retention registers are produced.

(2) The retention register request and preparation methods and instructions are set forth in appendix I.

i. Recurring reports, listings, and rosters.

(1) Recurring reports, listings, and rosters are requested through the preparation of a product request data input format, specifying a maximum of 18 products at any one time. The employee master record file is examined and employee data peculiar to each requested product is extracted and, at the same time, in selected instances update actions are taken. Using the extracted employee master record data and system table data, the requested products are produced. The products are as follows:

<u>Title</u>	<u>Number</u>
Alphabetical roster	01
Pay Plan Roster	02
Personnel by Major Organization Listing	03
Management-Employee Relations Report	04
Social Security Account Number Roster	05

<u>Title</u>	<u>Number</u>
Locator Roster	06
New Supervisory/Positions Report	08
Civilian Security Clearance Roster	09
TAPER Employees Report	10
Suspense Data List A	20
Suspense Data Deletion List A	21
Suspense Data List B	22
Suspense Data Deletion List B	23
Suspense Data List C	24
Suspense Data Deletion List C	25
Length of Service Award Suspense List	29
Geographic Distribution of Federal Civilian Employment	41
Civilian Personnel Strength Report	43
Aging Index by Major Organization Report	44
Federal Women's Program Report	45
Activity Position Control Report	46
Number of Employees by Position Number Report	47
Companion Listing	48
Intermittent Employee Listing	49

(2) The recurring report, listing, roster descriptions, and request preparation instructions are set forth in appendix J.

j. Personnel Information Retrieval System.

(1) The PIRS is an automated method of selecting, retrieving, sorting, and totalizing data from the employee master record file, and producing fixed or free-format, printed or punched-card outputs on a one-time basis. The system products are requested through the preparation of

request, logic, sort (and subtotal), and header parameter data input card formats. The employee master record file is examined and employee data peculiar to each request parameter is extracted, formatted, sorted, totalized, and printed (or punched).

(2) The PIRS description and request preparation instructions are set forth in appendix K.

k. Personnel data remote terminal inquiry system.

(1) The personnel data remote terminal inquiry system (applicable only to those activities serviced by remote terminal equipment) instantly produces, on request, any one of seven types of fixed format printouts of selected employee master record data and which, collectively, include all data from an employee master record. The system inquiry products are requested through the direct entry from the remote terminal keyboard of the call and data array codes, and the employee social security account number. The requested data array, with headings, is produced on the terminal printer.

(2) The personnel data remote terminal inquiry system description and request instructions are set forth in appendix L.

l. Department of the Army Civilian Personnel Information System.

(1) The AMC PMIS automatically produces input cards for the DA CIVPERSINS I concurrent with personnel actions or individual data element changes, through examination and logical application of data entered, already in the master record, and automatically changed as a result of a personnel action or record update. The input cards to the DA CIVPERSINS I in required format and content, are produced.

(2) The DA CIVPERSINS I input card preparation methods and processes are set forth in appendix M.

m. AMC PMIS operating procedures.

(1) The AMC PMIS is structured so that inputs and product requests are processed in a sequence that precludes the need for manually manipulating the operational sequence. Some operations, however, should be scheduled for accomplishment at specified periods so as to assure the integrity and currency of the employee master record file.

(2) The AMC PMIS operating procedures description and instructions are set forth in appendix N.

Appendix A

AMC PMIS DATA ELEMENTS

A-1. Index of AMC (AMC Personnel Management Information System) data elements.

<u>DEIN</u> ¹	<u>Data element</u>	<u>Mnemonic</u>	<u>Field length</u>	<u>Category</u> ²
46	Agency code--civilian personnel office (CPO)	AGCY-CD-CPO	2	B
49	Budget project account (BPA) number	BUD-PROJ-ACCT	11	B
31	Career program code	CAR-PROG-CD	2	B
18	Citizenship code	CTZSHP-CD	1	B
74	City address	CITY-ADDR	17	B
87	Civil service or authority code	CS-OR-AUTH-CD	2	C
57	Civilian performance rating	CIV-PERF-RTNG	1	B
86	CIVPERSINS suffix code	CIVP-SFX-CD	2	C
50	Command code--personnel	CMD-CD	2	B
21	Competitive area code	COMPT-AREA-CD	2	B
22	Competitive level code	COMPT-LEV-CD	3	B
97	DA Form 2515--remarks card	DA-FM-2515-RMKS	71	C
68	Date career-conditional service began	DT-CAR-COND-BGN	6	B
72	Date entered on duty civil service	DT-EOD-CS	6	B

¹DEIN--data element identifier number.

²Category:
B--Basic.
C--Transitory/control.

Appendix A--Continued

<u>DEIN</u>	<u>Data element</u>	<u>Mnemonic</u>	<u>Field length</u>	<u>Cate- gory</u>
71	Date entered on duty present station	DT-EOD-PRES- STA	6	B
33	Date entered position title	DT-ENT-POS- TITL	6	B
36	Date entered present grade or level	DT-ENT-GR	6	B
91	Date of authentication (SF-50)	DT-AUTH-SF-50	6	C
7	Date of birth	DOB	6	B
59	Date of last equivalent step increase	DT-OF-LESI	6	B
58	Date of performance rating	DT-OF-PERF-RAT	6	B
63	Date of security clearance	DT-SCTY-CLNC	6	B
65	Date of security investigation	DT-SCTY-INVES	6	B
66	Date probation or trial began	DT-PROB-TR-BGN	6	B
1	Document identifier code	DIC	3	C
48	Duty station location code	DUTY-STA-LOC-CD	9	B
43	Education code	EDUC-CD	1	B
4	Employee name	EMPL-NAME	30	B
37	Employee step or rate	EMPL-STEP	2	B
45	Employing office loca- tion code	EMP-OFC-LOC- CD	9	B
13	Federal Employee's Group Life Insurance	FEGLI	1	B

Appendix A--Continued

<u>DEIN</u>	<u>Data element</u>	<u>Mnemonic</u>	<u>Field length</u>	<u>Cate- gory</u>
85	For agency use block	FOR-AG-USE	10	C
55	Function designator	FUNC-DESG	1	B
29	Functional classifica- tion code	FUNC-CLS-CD	2	B
88	Gaining SON-CAO	GNG-SON	4	B
35	Grade of level-- civilian	GR-OR-LEV	2	B
67	Leave without pay indi- cator code	LWOP-INDIC-CD	1	B
79	Nature of action (NOA) code	NOA-CD	3	B
80	Nature-of-action code suffix	NOA-CD-SUF	1	B
82	Nature-of-action effective date	NOA-EFF-DT	6	B
83	Nature-of-action not- to-exceed date	NOA-NTE-DT	6	C
96	Nonstandard civil serv- ice or other legal authority AMC PMIS	NON-STD-CS- AUTH	48	C
26	Occupation series code	OCC-SER-CD	5	B
27	Occupation series code suffix	OCC-SER-CD-SUF	2	B
23	Occupying obligated position code	OCC-OBLG-POS-CD	1	B
54	Organization code	ORG-CODE	6	B
39	Pay basis	PAY-BAS	2	B
70	Pay period indicator code	PAY-PD-INDIC- CD	1	B

Appendix A--Continued

<u>DEIN</u>	<u>Data element</u>	<u>Mnemonic</u>	<u>Field length</u>	<u>Cate- gory</u>
24	Pay plan	PAY-PLAN	2	B
42	Pay rate determinant	PAY-RATE-DET	1	B
41	Pay table code	PAY-TBL-CD	2	B
12	Physical handicap code	PHYS-HAND-CD	2	B
34	Position number	POS-NO	8	B
19	Position occupied	POS-OCC	1	B
30	Position tenure	POS-TENURE	1	B
17	Process sequence code	PROC-SEQ-CD	1	C
81	Processing action code	PROC-ACT-CD	1	C
69	Retired military code	RET-MIL-CD	1	B
14	Retirement coverage	RETM-COV	1	B
40	Salary	SALARY	7	B
84	Secondary nature-of- action code	2ND-NOA	3	C
62	Security clearance code	SCTY-CLNC-CD	1	B
89	Separation/accession agency code	SEP-ACC-AGY-CD	2	C
10	Service computation date (SCD)	SVC-COMP-DT	6	B
11	Service computation date--RIF	SVC-COMP-DT-RIF	6	B
5	Sex	SEX	1	B
56	Signature block code-- DA Form 2515	SIG-BLK-CD- 2515	1	B
90	Signature block code-- SF-50	SIG-BLK-CD	1	C

Appendix A--Continued

<u>DEIN</u>	<u>Data element</u>	<u>Mnemonic</u>	<u>Field length</u>	<u>Cate- gory</u>
2	Social security ac- count number	SSAN	9	B
15	Special program identifier	SPEC-PROG-ID	2	B
3	SSAN check digit	SSAN-CHK-DIG	1	B
94	Standard Form 50 nonstandard remarks-- AMC PMIS	STD-50-NS-RMKS	62	C
92	Standard Form 50 remarks code	STD-50-RMKS-CD	2	C
93	Standard Form 50 remarks--date or number	STD-50-DT-NUM	8	C
75	State address	STATE-ADDR	5	B
73	Street address	STRT-ADDR	24	B
47	Submitting office number	SON	4	B
77	Suspense data code	SUSP-DATA-CD	1	B
78	Suspense data date	SUSP-DATA-DT	6	B
53	Tables of distribution and allowances line number	TDA-LINE-NO	3	B
52	Tables of distribution and allowances para- graph number	TDA-PARA-NO	3	B
9	Tenure group	TENURE-GRP	1	B
66	Title code--personal	TITLE-PERS	1	B
95	Trailer card control number	TRLR-CRD-CON- NO	1	C

Appendix A--Continued

<u>DEIN</u>	<u>Data element</u>	<u>Mnemonic</u>	<u>Field length</u>	<u>Cate- gory</u>
20	Type of appointment	TY-APPT	2	B
32	Type-of-civilian record code	TY-CIV-REC-CD	1	B
64	Type-of-security investigation	TY-SCTY-INVES	1	B
61	Underutilized indi- cator code	UNUTIL-INDIC-CD	1	B
51	Unit identification code	UNIT-ID-CD	6	B
8	Veteran preference	VET-PREF	1	B
60	Work Schedule	WORK-SCD	1	B
76	ZIP code--address	ZIP-CD	5	B

Appendix A--Continued

A-2. AMC PMIS data element definitions and codes.

DEIN:	1
Data element:	DOCUMENT IDENTIFIER CODE (DIC)
Definition:	A code that identifies a transaction and its purpose and usage within the AMC PMIS.
Input formats:	N01-N04, N10-N17.
Card columns:	1-3
Codes:	N01-N04, N10-N17, N50-N58, N71, N72, N75, N76, N77, and N91-N94.

DEIN:	2
Data element:	SOCIAL SECURITY ACCOUNT NUMBER (SSAN)
Definition:	A unique number assigned to an individual by the Social Security Administration to identify his or her account.
Input formats:	N01-N04, N10-N17.
Card columns:	4-12
Codes:	NA

Appendix A--Continued

DEIN:	3
Data element:	SSAN CHECK DIGIT (SSAN-CHK-DIG)
Definition:	A digit generated by the computer using an algorithm at the time the employee's record is the first created which is used with, and checks the validity of, the employee's SSAN.
Input formats:	N01-N04, N10-N17.
Card column:	13
Codes:	NA

DEIN:	4
Data element:	EMPLOYEE NAME (EMPL-NAME)
Definition:	A designation given to an individual to identify him/her and usually consisting of last name, first name, and middle initial.
Input format:	N10
Card columns:	14-43
Codes:	NA

Appendix A--Continued

DEIN:	5
Data element:	SEX (SEX)
Definition:	The division of human beings into two groups based on differing physiological characteristics.
Input format:	N10
Card column:	44
Codes:	M--Male. F--Female.

DEIN:	6
Data element:	TITLE CODE--PERSONAL (TITLE-PERS)
Definition:	The code for a prefix to an individual's name used as a polite form of address.
Input format:	N10
Card column:	45
Codes:	1--Mr. 2--Miss 3--Mrs.

Appendix A--Continued

DEIN: 7

Data element: DATE OF BIRTH (DOB)

Definition: The calendar date on which an individual was born.

Input format: N10

Card columns: 46-51

Codes: NA

DEIN: 8

Data element: VETERAN PREFERENCE (VET-PREF)

Definition: A code that identifies the veteran's preference possessed by an individual employee.

Input format: N10

Card column: 52

Codes: 1--No preference and undetermined.
2--5-point preference.
3--10-point preference.
4--10-point compensable disability.
5--10-point other.

Appendix A--Continued

DEIN: 9

Data element: TENURE GROUP (TENURE-GRP)

Definition: The group to which an employee is assigned as a result of the type of appointment he holds and his status as a veteran or a nonveteran.

Input format: N10

Card column: 53

Codes:	<u>PMIS code</u>	<u>Tenure group</u>	<u>PMIS code definition</u>
	1	IA	Career appointment, veteran.
	2	IB	Career appointment, nonveteran/ retired military.
	3	IIA	Career-conditional appointment, veteran.
	4	IIB	Career-conditional appointment, nonveteran/retired military.
	5	IIIA	TAPER/indefinite/term appoint- ment, veteran.
	6	IIIB	TAPER/indefinite/term appoint- ment, nonveteran/retired military.
	0	None	None of the above.

Note. Codes for employees in the excepted service correspond with those for employees in the competitive service with similar employment and veterans preference.

Appendix A--Continued

DEIN: 10

Data element: SERVICE COMPUTATION DATE (SVC-COMP-DT)

Definition: The calendar date an individual entered civil service adjusted to reflect credit for military, or other creditable service, and debit for the periods for which service was not continuous. This is the service computation date (SCD) used for leave computation purposes and for the Standard Form 50.

Note. See SCD-RIF for discussion of that data element.

Input format: N10

Card columns: 54-59

Codes: NA

DEIN: 11

Data element: SERVICE COMPUTATION DATE-RIF (SVC-COMP-DT-RIF)

Definition: A constructive date which reflects an employee's length of service exclusive of performance rating credit, used for reduction-in-force (RIF) purposes.

Input format: N10

Card columns: 60-65

Codes: NA

Appendix A--Continued

DEIN:	12
Data element:	PHYSICAL HANDICAP CODE (PHYS-HAND-CD)
Definition:	A code that identifies the physical handicap(s) that an employee may have as identified in the standard CSC (Civil Service Commission) code, or an indication that he has no handicap.
Input format:	N10
Card columns:	66-67
Codes:	00--No handicap of the type listed. 10--Amputation--one extremity. 11--Amputation--two or more extremities. 20--Deformity or impaired function--upper extremity. 21--Deformity or impaired function--lower extremity or back. 30--Vision--best corrected vision poor eye not more than 20/200. 31--Vision--best corrected vision better eye not more than 20/200. 40--Hearing--some in one ear; none in other. 41--Hearing--in both ears and more than 12/20 in better ear without use of hearing aid. 42--Hearing--0/20 in each ear including speech malfunction. 43--Normal hearing with speech malfunction. 50--Tuberculosis--inactive pulmonary. 51--Organic heart disease (compensated valvular, arrhythmia, arteriosclerosis healed coronary lesions. 52--Diabetes--controlled. 53--Epilepsy--adequately controlled. 54--History of emotional or behavior problems requiring special placement effort. 55--Mentally retarded. 56--Mentally restored.

Appendix A--Continued

DEIN:	13
Data element:	FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FEGLI)
Definition:	A code that identifies an employee's coverage under the Federal Employee's Group Life Insurance Program, or the indication that he is ineligible or waived the insurance.
Input format:	N10
Card column:	68
Codes:	1--Covered. 2--Ineligible. 3--Waived. 4--Regular plus optional.

DEIN:	14
Data element:	RETIREMENT COVERAGE (RETM-COV)
Definition:	A code that identifies the type of retirement plan under which an employee is covered, or the indication that he is not covered.
Input format:	N10
Card column:	69
Codes:	1--Civil Service (CS). 2--Federal Insurance Contribution Act (FICA). 3--Foreign Service (FS). 4--None. 5--Other.

Appendix A--Continued

DEIN: 15

Data element: SPECIAL PROGRAM IDENTIFIER (SPEC-PROG-ID)

Definition: A code that identifies the type of Federal special interest employment program, if any, with which the employee is associated.

Input format: N10

Card columns: 70-71

Codes:

- 00--Not applicable.
- 54--Employee--Stay-In-School Campaign.
- 55--Employee--Summer Aid.
- 56--Employee--Federal Summer Intern.
- 57--Employee--Federal Junior Fellowship Program.
- 58--Employee--Work Release Program.
- 59--Employee--Veteran's Readjustment Appointment.
- 61--Employee--Vietnam Era Veteran.
- 62--Employee--Cooperative Education Program.
- 63--Employee--Public Service Careers Program.
- 64--Trainee (participation in a formal training or developmental program).
- 90-99--For agency use.

Appendix A--Continued

DEIN: 17

Data element: PROCESS SEQUENCE CODE (PROC-SEQ-CD)

Definition: A code that prescribes the sequence of processing multiple transactions within the same major control group.

Input formats: N01-N04, N10-N17.

Card column: 80

Codes: 1-9 and A-I.

DEIN: 18

Data element: CITIZENSHIP CODE (CTZSHP-CD)

Definition: A code used to indicate citizenship status.

Input format: N11

Card column: 14

Codes: 1--Citizen.
2--Noncitizen.

Appendix A--Continued

DEIN:	19
Data element:	POSITION OCCUPIED (POS-OCC)
Definition:	A code that differentiates between those in the competitive service as opposed to others.
Input format:	N11
Card column:	15
Codes:	1--Competitive service. 2--Excepted service.

Appendix A--Continued

DEIN:	20
Data element:	TYPE OF APPOINTMENT (TY-APPT)
Definition:	A code that specifies the exact nature of the appointment given to an employee.
Input format:	N11
Card columns:	16 and 17
Codes:	<ul style="list-style-type: none">10--Career appointment.11--Career-conditional appointment.20--Indefinite appointment.30--Temporary appointment--NTE.31--Temporary appointment--PER.40--Term appointment--NTE.50--Special tenure appointment.60--Oversea limited appointment--INDEF.61--Oversea limited appointment--NTE.62--Oversea limited term appointment--NTE.66--Limited executive assignment.70--Excepted appointment without condition or limitation; Canal Zone career appointment.71--Excepted appointment--NTE; Canal Zone temporary appointment--NTE.72--Excepted appointment--INDEF; Canal Zone temporary appointment--PER.73--Excepted appointment--conditional; Canal Zone career-conditional appointment.75--Transitional appointment.76--Veterans readjustment appointment.

Appendix A--Continued

DEIN: 21

Data element: COMPETITIVE AREA CODE (COMPT-AREA-CD)

Definition: A code that identifies a specific geographic or administrative area within which employees compete during reduction in force.

Input format: N11

Card columns: 18 and 19

Codes: To be established by each CPO.

DEIN: 22

Data element: COMPETITIVE LEVEL CODE (COMPT-LEV-CD)

Definition: A serially assigned number or alphanumeric code which, when combined with pay plan and grade, defines the competitive level of a position as established by the civilian personnel activity.

Input format: N11

Card columns: 20 and 22

Codes: Each CPO will develop a listing of codes.

Appendix A--Continued

DEIN: 23

Data element: OCCUPYING OBLIGATED POSITION CODE
(OCC-OBLG-POS-CD)

Definition: An indicator identifying an individual occupying a position to which another employee has a statutory restoration right or a reemployment right as provided by law, executive order, or agency regulation.

Input format: N11

Card column: 23

Codes: 0--Position is not obligated.
1--Yes, tenure affected. Employee occupies a position to which another employee has a statutory restoration right after military service or has reemployment rights to it under appendix B, FPM 352.
2--Yes, other. Position is obligated under circumstances other than above (e.g., after service under section 625(6) of the Foreign Assistance Act of 1961).

DEIN: 24

Data element: PAY PLAN (PAY-PLAN)

Definition: A code that identifies the systems authorized by public law, executive order, or administrative determination governing the establishment of rates of compensation paid to employees.

Input format: N11

Card columns: 24-25

Codes: (see a-d below.)

Appendix A--Continued

a. General Schedule (GS) classification and other nonwage systems positions.

<u>Codes</u>	<u>Designation</u>
AD	Administratively determined rates which include: (1) Dependent school employees (CONUS and P.R. only), Sec 5(a), Act of 30 Sep 50 (PL 874, 81st Cong; 64 Stat 1107, as amended; 20 USC 241(a) as amended by PL 89-77, 21 Jul 65). (2) Oversea dependent school employees, 5 USC 5102. Formerly cited as Act of 17 Jul 59 (PL 86-91; 73 Stat 213; 5 USC 2353(b)). (3) Student or resident trainees at Army hospitals, Act of 4 Aug 47 (PL 330, 80th Cong; 61 Stat 452; 5 USC 5352-5353) (formerly cited as 5 USC 1051).
CZ	Canal Zone GS-type positions (Canal Zone merit system positions only).
EC	Consultants and experts (5 USC 3109). Formerly cited as Act of 2 Aug 46 (PL 600, 79th Cong; 60 Stat 810; 5 USC 55(a)).
EX	Federal Executive Salary Act of 1964.
FC	AID Foreign Service, Sec 625(d)(1), Act of Sep 61 (PL 87-195; 75 Stat 449; 22 USC 2385).
GG	Grades similar to GS.
GS	General schedule.
GW	Positions classified
SR	Statutory Commission PL 391 (70-

Appendix A--Continued

<u>Codes</u>	<u>Designation</u>
ST	Scientific and professional, 10 USC 1581 (formerly cited as PL 313).
SZ	Canal Zone special category type positions.

b. Wage systems positions (special).

<u>Codes</u>	<u>Designation</u>
YV	Summer aid employees under Schedule A 213.3102 (v) (paid at per hour rate).
YW	Student aid employees under Schedule A 213.3102 (w) (other than GW) (paid at per hour rate).

c. Wage systems positions (other).

<u>Codes</u>	<u>Designation</u>
WB	Nonsupervisory regular Wage Board (WB) schedules not converted to the coordinated Federal wage schedule, plus all other wage system categories not included below (e.g., modelmakers, Northwest Pacific power operators, pictorial studio, etc.).
WG	Nonsupervisory coordinated Federal wage schedules.
WJ	Supervisory hopper dredge schedules.
WK	Nonsupervisory hopper dredge schedules.
WL	Leader pay schedules.
WM	Maritime pay schedules.
WP	Printing and lithographic pay schedules.
WS	Regular supervisory pay schedules.
WW	Student aid employees under Schedule A 213.3102 (w) classified under and paid a regularly established rate under a wage system.
WZ	Canal Zone wage system type positions (Canal Zone merit system positions only).

Appendix A--Continued

d. Special processing is required for the following pay plan codes:

<u>If pay plan is:</u>	<u>Set occupational series code to:</u>
YV	03506
YW	03506

DEIN:	26
Data element:	OCCUPATION SERIES CODE (OCC-SER-CD)
Definition:	The series codes used throughout civil service to denote occupational specialties.
Input format:	N11
Card columns:	32-36
Codes:	NA

DEIN:	27
Data element:	OCCUPATION SERIES CODE SUFFIX (OCC-SER-CD-SUF)
Definition:	A code used to identify position titles with an occupational series.
Input format:	N11
Card columns:	37-38
Codes:	To be developed by each CPO. The two-position suffix is used with the occupation series code to match against the local table of position titles.

Appendix A--Continued

DEIN:	29
Data element:	FUNCTIONAL CLASSIFICATION CODE (FUNC-CLS-
Definition:	These codes classify scientific and engineering positions by specific codes.
Input format:	N11
Card columns:	45-46
Codes:	<ul style="list-style-type: none">00--Not applicable.11--Research.12--Research contract and grant administration.13--Development.14--Test and evaluation.21--Design.22--Construction.23--Production.24--Installation, operations, and maintenance.31--Data collection, processing, and analysis.32--Scientific and technical information.41--Standards and specifications.42--Regulatory enforcement and licensing.51--Natural resources operations.81--Clinical practice, counseling, and ancillary medical services.91--Planning.92--Management.93--Teaching and training.94--Technical assistance and consulting.99--Other--not elsewhere classified.

Appendix A--Continued

DEIN:	30
Data element:	POSITION TENURE (POS-TENURE)
Definition:	A code used to distinguish the type of position occupied by the employee.
Input format:	N11
Card column:	47
Codes:	P--Permanent. T--Temporary.

Appendix A--Continued

DEIN:	31
Data element:	CAREER PROGRAM CODE (CAR-PROG-CD)
Definition:	A code that identifies the career program in which a talent bank registrant has been officially entered.
Input format:	N11
Card columns:	48-49
Codes:	<ul style="list-style-type: none">02--Project manager.10--Civilian personnel administration.11--Comptroller.12--Safety management.13--Supply management.14--Procurement.15--Quality and reliability assurance.16--Education and training.17--Equipment specialist.18--Engineers and scientists.19--Intelligence.20--Ammunition inspectors.21--Librarians.22--Information and editorial.23--Automatic data processing.24--Transportation management.25--Communications.26--Manpower management.61--Attorney.99--Voluntary registrants.00--Not covered by a career program.

Appendix A--Continued

DEIN:	32
Data element:	TYPE-OF-CIVILIAN RECORD CODE (TY-CIV-REC-CD)
Definition:	A code that identifies the type of employee master record file.
Input format:	N11
Card column:	50
Codes:	<p>A--<u>AMC record</u>. An employee master record file for an employee of an AMC activity serviced by an AMC CPO.</p> <p>B--<u>Army record</u>. An employee master record file for an employee of a non-AMC activity serviced by an AMC CPO.</p> <p>C--<u>Non-Army record</u>. An employee master file record for an employee of a non-Army Federal agency serviced by an AMC CPO.</p> <p>D--<u>Organizational interest record</u>. An employee master file record containing abbreviated data on an employee serviced by another CPO (usually under a cross-servicing agreement). The AMC CPO at the parent organization maintains the organizational interest record.</p>

Appendix A--Continued

DEIN:	33
Data element:	DATE ENTERED POSITION TITLE (DT-ENT-POS-TITL)
Definition:	The numeric month, day, and year that an individual last officially entered into his present position title.
Input format:	N11
Card columns:	51-56
Codes:	NA

DEIN:	34
Data element:	POSITION NUMBER (POS-NO)
Definition:	A code that identifies the official position number which relates to an individual's present position description as recorded in official records.
Input format:	N11
Card columns:	57-64
Codes:	NA

Appendix A--Continued

DEIN: 35

Data element: GRADE OR LEVEL--CIVILIAN (GR-OR-LEV)

Definition: A code used to identify the various grades or levels established for civil service employees.

Input format: N12

Card columns: 14-15

Codes:

01--GS, WG, WL, WS, WP, -01
02--GS, WG, WL, WS, WP, -02
03--GS, WG, WL, WS, WP, -03
04--GS, WG, WL, WS, WP, -04
05--GS, WG, WL, WS, WP, -05
06--GS, WG, WL, WS, WP, -06
07--GS, WG, WL, WS, WP, -07
08--GS, WG, WL, WS, WP, -08
09--GS, WG, WL, WS, WP, -09
10--GS, WG, WL, WS, WP, -10
11--GS, WG, WL, WS, WP, -11
12--GS, WG, WL, WS, WP, -12
13--GS, WG, WL, WS, WP, -13
14--GS, WG, WL, WS, WP, -14
15--GS, WG, WL, WS, WP, -15
16--GS, WS, WP, -16
17--GS, WS, WP, -17
18--GS, WS, WP, -18
19 WS, WP, -19
20 WP, -20
21 WP, -21
22 WP, -22
23 WP, -23
24 WP, -24
25 WP, -25
26 WP, -26
27 WP, -27
28 WP, -28
29 WP, -29
30 WP, -30
31 WP, -31
32 WP, -32
33 WP, -33
34 WP, -34
35 00

Appendix A--Continued

DEIN:	36
Data element:	DATE ENTERED PRESENT GRADE OR LEVEL (DT-ENT-GR)
Definition:	The numeric month, day, and year that an individual entered his present grade as shown in official records.
Input format:	N12
Card columns:	16-21
Codes:	NA

DEIN:	37
Data element:	EMPLOYEE STEP OR RATE (EMPL-STEP)
Definition:	A code that depicts a specific pay step within a grade or level.
Input format:	N12
Card columns:	22-23
Codes:	01-10--GS employees through grade 15, and GW and FC employees. 01-09--GS employees for grade 16. 01-05--GS employees for grade 17. 01--GS employees for grade 18. 00-15--AD employees. 01-05--WD, WG, WJ, WK, WL, WN, WP, WS, and WW employees. 00-40--WB and WM employees. 00--All others.

Appendix A--Continued

DEIN:	39
Data element:	PAY BASIS (PAY-BAS)
Definition:	A code that identifies the basis for computing the pay of an individual, whether by day, per hour, per year, etc.
Input format:	N12
Card columns:	30-31
Codes:	PA--Per annum. PH--Per hour. PD--Per diem. WC--Without compensation. FB--Fee basis. PW--Piece work. PM--Per month. PS--Per service or product. SY--Per school year. BW--Biweekly (not regular pay period). OR--All others.

DEIN:	40
Data element:	SALARY (SALARY)
Definition:	The base amount of money (exclusive of differentials or premium pay) in dollars and cents paid to an individual by hour, day, or year as indicated by the salary table under which he is carried.
Input format:	N12
Card columns:	32-38
Codes:	NA

Appendix A--Continued

DEIN:	41
Data element:	PAY TABLE CODE (PAY-TBL-CD)
Definition:	A code that identifies the pay table which an individual falls under for pay purposes.
Input format:	N12
Card columns:	39-40
Codes:	Select from locally developed pay tables, except code 99--None.

Appendix A--Continued

DEIN:	42
Data element:	PAY RATE DETERMINANT (PAY-RATE-DET)
Definition:	A code that identifies the basis upon which an employee's rate of pay is determined.
Input format:	N12
Card column:	41
Codes:	<p>1--Retained rate--2 years. Limited to a 2-year period; employee retains rate of pay after downward reclassification of position. (See FPM, chapter 531 and 532.)</p> <p>2--Saved rate per 5 USC 5334(d). Conversion to General Schedule for indefinite period. (Salary retention continues per 70 STAT 291, as amended by 72 STAT 831, section 2; and FPM, chapter 532.)</p> <p>3--Saved rate. Downward adjustment of special rate ranges under 5 USC 5303 and CSC Reg 530.306(b)(3).</p> <p>4--Saved rate. All other saved rates.</p> <p>5--Special rate and superior qualifications rate. Combination of codes 6 and 7 below.</p> <p>6--Special rate per 5 USC 5303.</p> <p>7--Superior qualifications rate. Entrance rate above the minimum rate of a grade authorized by CSC Reg 531.203b and FPM, chapter 531.</p> <p>8--General Schedule System supervisors--advanced rate. Rate above the minimum rate of a grade authorized for supervisors of wage system workers by 5 USC 5333(b).</p> <p>0--Not applicable. Regular rate per 5 USC 5332 or not coded elsewhere.</p>

Appendix A--Continued

DEIN:	43
Data element:	EDUCATION CODE (EDUC-CD)
Definition:	A code used to identify completion of various levels of education.
Input format:	N12
Card column:	42
Codes:	0--Less than high school. 1--High school. 2--Business vocation or trade school. 3--At least 30 semester hours of college credit. 4--At least 60 semester hours of college credit. 5--At least 90 semester hours of college credit. 6--At least 120 semester hours of college credit. 7--Bachelors degree (e.g., BA, BS). 8--Masters degree (e.g., MA, MS). 9--Doctors degree (e.g., PHD, JPD).

DEIN:	45
Data element:	EMPLOYING OFFICE LOCATION CODE (EMP-OFC-LOC-CD)
Definition:	A code that identifies the state, city, and county in which the employing office is located.
Input format:	N13
Card columns:	14-22
Codes:	Select from General Services Administration (GSA) geographical table code listing. (See app D, GSA Location Table.)

Appendix A--Continued

DEIN:	46
Data element:	AGENCY CODE--CIVILIAN PERSONNEL OFFICE (AGCY-CD-CPO)
Definition:	A code that identifies the command of the servicing CPO.
Input format:	N13
Card columns:	23-24
Codes:	01--Office, Secretary of the Army. 02--Army Staff. 03--US Army Audit Agency. 10--US Army Materiel Command. 11--US Army Missile Command. 12--US Army Tank-Automotive Command. 13--US Army Electronics Command. 14--US Army Armament Command. 15--US Army Test and Evaluation Command. 17--US Army depots. 18--Separate AMC activities (not included elsewhere). 19--US Army Aviation Systems Command. 20--US Army Troop Support Command. 21--Corps of Engineers. 22--Medical Corps. 31--First United States Army. 33--Third United States Army. 34--Fourth United States Army. 35--Fifth United States Army. 36--Sixth United States Army. 37--Military District of Washington, US Army. 41--United States Army, Pacific. 51--United States Army, Europe. 61--United States Army, Alaska. 71--United States Army Forces, Southern Command. 82--Military Traffic Management and Terminal Service. 92--US Army Strategic Communications Command. AF--Department of the Air Force. NV--Department of the Navy. DD--Department of Defense (all elements except military departments).

Appendix A--Continued

DEIN:	47
Data element:	SUBMITTING OFFICE NUMBER (SON)
Definition:	A number that identifies the CPO which provides personnel services to the employee.
Input format:	N13
Card columns:	25-28
Codes:	Select from DA CIVPERSINS.

DEIN:	48
Data element:	DUTY STATION LOCATION CODE (DUTY-STA-LOC-CD)
Definition:	A code that identifies the state, city, and county in which the employee has his official duty station.
Input format:	N13
Card columns:	29-37
Codes:	Select from locally developed GSA location table.

Appendix A--Continued

DEIN:	49
Data element:	BUDGET PROJECT ACCOUNT NUMBER (BUD-PROJ-ACCT)
Definition:	The first 11 alphanumeric positions of the US Army management structure code.
Input format:	N13
Card columns:	38-48
Codes:	NA

DEIN:	50
Data element:	COMMAND-CODE--PERSONNEL (CMD-CD)
Definition:	A code that identifies a specific command. (This is the command to which an employee is officially assigned by Standard Form 50 (Notification of Personnel Action). This two-character code is reflected in the first two digits of the tables of distribution and allowances (TDA) number which identifies the organizational unit of employee assignment.)
Input format:	N13
Card columns:	49-50
Codes:	See AR 680-330.

Appendix A--Continued

DEIN:	51
Data element:	UNIT IDENTIFICATION CODE (UNIT-ID-CD)
Definition:	A code used to identify units, organizations, and activities at the active Army and reserve components.
Input format:	N13
Card columns:	51-56
Codes:	To be coded locally from TDA.

DEIN:	52
Data element:	TABLE OF DISTRIBUTION AND ALLOWANCES PARAGRAPH NUMBER (TDA-PARA-NO)
Definition:	A code that identifies the paragraph number of a specified approved TDA to which an incumbent is assigned (i.e., the lowest organizational element within a specific TDA to which an individual is assigned).
Input format:	N13
Card columns:	57-59
Codes:	NA

Appendix A--Continued

DEIN:	53
Data element:	TABLE OF DISTRIBUTION AND ALLOWANCES LINE NUMBER (TDA-LINE-NO)
Definition:	A code that identifies the line number of a specified approved TDA to which an incumbent is assigned.
Input format:	N13
Card columns:	60-62
Codes:	NA

DEIN:	54
Data element:	ORGANIZATION CODE (ORG-CODE)
Definition:	A code that identifies the organization to which an employee is assigned.
Input format:	N13
Card columns:	63-68
Codes:	Select from locally developed organization table.

Appendix A--Continued

DEIN: 55

Data element: FUNCTION DESIGNATOR (FUNC-DESG)

Definition: A code that identifies the broad appropriation category from which an employee is paid.

Input format: N13

Card column: 69

Codes:

- 1--Military functions.
- 2--Civil functions Corps of Engineers.
- 3--Civil functions cemeterial expenses.
- 4--Civil functions administration of Ryukyu Islands.

DEIN: 56

Data element: SIGNATURE BLOCK CODE DA 2515
(SIG-BLK-CD-2515)

Definition: A code that indicates the signature legend of the individual authorized to sign DA Form 2515.

Input format: N13

Card column: 70

Codes: Select from locally developed signature block table.

Appendix A--Continued

DEIN:	57
Data element:	CIVILIAN PERFORMANCE RATING (CIV-PERF-RTNG)
Definition:	An adjective expression of comparison of employee's work skill to job requirements.
Input format:	N14
Card column:	14
Codes:	S--Satisfactory. O--Outstanding. U--Unsatisfactory.

DEIN:	58
Data element:	DATE OF PERFORMANCE RATING (DT-OF-PERF-RAT)
Definition:	The numeric month, day, and year of the "To" date of the period for which an individual has been assigned his present performance rating as shown in official records.
Input format:	N14
Card columns:	15-20
Codes:	NA

Appendix A--Continued

DEIN:	59
Data element:	DATE OF LAST EQUIVALENT STEP INCREASE (DT-OF-LESI)
Definition:	The month, day, and year that an individ received his last equivalent step increa as shown in official records.
Input format:	N14
Card columns:	21-26
Codes:	NA

DEIN:	60
Data element:	WORK SCHEDULE (WORK-SCD)
Definition:	A code that identifies an employee's work schedule.
Input format:	N14
Card column:	27
Codes:	

DA CIVPERSINS input

1--Full time.	F
2--Part time.	P
3--Intermittent.	I

Appendix A--Continued

DEIN:	61
Data element:	UNDERUTILIZED INDICATOR CODE (UNUTIL-INDIC- CD)
Definition:	A code that defines whether an individual is identified as underutilized.
Input format:	N14
Card column:	28
Codes:	Blank--Not enrolled in underutilized program U--Enrolled in underutilized program. M--Mandatory repromotion. N--Underutilized and mandatory. O--Optional repromotion. P--Underutilized and optional.

Appendix A--Continued

DEIN:	62
Data element:	SECURITY CLEARANCE CODE (SCTY-CLNC-CD)
Definition:	A code that defines the type of access and security clearances granted to an individual.
Input format:	N14
Card column:	29
Codes:	Blank--None. C--Confidential. S--Secret. T--Top secret. A--Crypto-confidential. B--Crypto-secret. D--Crypto-top secret. E--Nuclear-secret. F--Nuclear-top secret. G--Nuclear-secret crypto. H--Nuclear-top secret crypto. R--AR 611-15.

DEIN:	63
Data element:	DATE OF SECURITY CLEARANCE (DT-SCTY-CLNC)
Definition:	The numeric month, day, and year that an individual has been granted his present security clearance as shown in official records.
Input format:	N14
Card columns:	30-35
Codes:	NA

Appendix A--Continued

DEIN:	64
Data element:	TYPE-OF-SECURITY INVESTIGATION (TY-SCTY-INVES)
Definition:	A code that defines the type of investigation conducted for security clearances.
Input format:	N14
Card column:	36
Codes:	1--Complete background investigation (CBI). 2--Partial background investigation (PBI). 3--Background investigation (BI). 4--National agency check (NAC). 5--Section 3, Part 1, Executive Order 9835. 6--Section 3a, Executive Order 10450. 7--National agency check and inquiry. 8--Full field investigation (FFI). 9--Federal Bureau of Investigation (FBI). A--Section 8(d), Executive Order 10450.

DEIN:	65
Data element:	DATE OF SECURITY INVESTIGATION (DT-SCTY-INVES)
Definition:	The num individ was com records
Input format:	N14
Card columns:	37-42
Codes:	NA

Appendix A--Continued

DEIN:	66
Data element:	DATE PROBATION OR TRIAL BEGAN (DT-PROB-TR-BGN)
Definition:	The numeric month, day, and year that an individual's probation or trial period began.
Input format:	N14
Card columns:	43-48
Codes:	NA

DEIN:	67
Data element:	LEAVE WITHOUT PAY INDICATOR CODE (LWOP-INDIC-CD)
Definition:	A code which indicates that an employee is in leave-without-pay (LWOP), suspension, or furlough status in excess of 30 days.
Input format:	N14
Card column:	49
Codes:	Blank--Indicates no LWOP indicator reported. 1--Indicates LWOP status when determining actions.

Appendix A--Continued

DEIN:	68
Data element:	DATE CAREER-CONDITIONAL SERVICE BEGAN (DT-CAR-COND-BGN)
Definition:	The numeric month, day, and year than an individual began career-conditional service as shown in official records.
Input format:	N14
Card columns:	50-55
Codes:	NA

DEIN:	69
Data element:	RETIRED MILITARY CODE (RET-MIL-CD)
Definition:	A code that differentiates between those military who are in a regular or nonregular component status for determining dual compensation pay.
Input format:	N14
Card column:	56
Codes:	1--Officer 2--Warrior 3--Officer 4--Warrior 5--Enlisted Blank--1

Appendix A--Continued

DEIN:	70
Data element:	PAY PERIOD INDICATOR CODE (PAY-PD-INDIC-CD)
Definition:	A code that indicates the pay period on which an individual is paid.
Input format:	N14
Card column:	57
Codes:	Select from locally developed pay period beginning date table.

DEIN:	71
Data element:	DATE ENTERED ON DUTY PRESENT STATION (DT-EOD-PRES-STA)
Definition:	The numeric month, day, and year that an individual entered on duty at his present station or installation.
Input format:	N14
Card columns:	58-63
Codes:	NA

Appendix A--Continued

DEIN:	72
Data element:	DATE ENTERED ON DUTY CIVIL SERVICE (DT-EOD-CS)
Definition:	The numeric month, day, and year that an individual last entered on continuous duty as a member of the civil service.
Input format:	N14
Card columns:	64-69
Codes:	NA

DEIN:	73
Data element:	STREET ADDRESS (STRT-ADDR)
Definition:	The present street address wherein an individual and/or his family resides as shown in official records.
Input format:	N15
Card columns:	14-37
Codes:	NA

Appendix A--Continued

DEIN:	74
Data element:	CITY ADDRESS (CITY-ADDR)
Definition:	The present city address where an individual and/or his family resides as shown in official records.
Input format:	N15
Card columns:	38-54
Codes:	NA

DEIN:	75
Data element:	STATE OR FOREIGN COUNTRY ADDRESS (STATE-ADDR)
Definition:	The present state or foreign country address where an individual resides as shown in official records.
Input format:	N15
Card columns:	55-59
Codes:	NA

Appendix A--Continued

DEIN:	76
Data element:	ZIP CODE--ADDRESS (ZIP-CODE)
Definition:	The zone improvement plan (ZIP) code that identifies the state, city, and zone applicable to the mailing address of the individual.
Input format:	N15
Card columns:	60-64
Codes:	NA

Appendix A--Continued

DEIN: 77

Data element: SUSPENSE DATA CODE (SUSP-DATA-CD)

Definition: A code that identifies the type of suspension to be placed in the record.

Input format: N16

Card column: 14

Codes:

- A--Expiration of detail.
- B--Expiration of salary retention.
- C--Expiration of appointment.
- D--Expiration of position obligation.
- E--Expiration of LWOP/furlough/suspension more than 30 days.
- F--Expiration of written reprimand.
- G--Length of service award (other than normal).
- H--Expiration of statutory retention after military service.
- J--Administrative pay increase/decrease due.
- K--Expiration of training obligation.
- N--Within-grade step increase, DA Form 251 prepared, and effective date.
- P--Expiration of temporary promotion/reassignment.
- Q--Within-grade increase, other than normal.
- R--Due date for conversion to career or career-conditional appointment (for all types of conversion).
- S--Placement followup due.
- T--DA Form 1052 prepared, with "To" date.
- V--Due date for periodic physical examination.
- W--Training followup.
- Z--Due date for mandatory retirement.

Appendix A--Continued

DEIN:	78
Data element:	SUSPENSE DATA DATE (SUSP-DATA-DT)
Definition:	The numeric month, day, and year for which a suspense date has been established.
Input format:	N16
Card columns:	15-20, 22-27, 29-34, 36-41, 43-48, or 50-55
Codes:	NA

DEIN:	79
Data element:	NATURE-OF-ACTION (NOA) CODE (NOA-CD)
Definition:	A code that identifies the type of personnel action taken on an individual.
Input format:	N01
Card columns:	14-16
Codes:	Select from NOA narrative table.

Appendix A--Continued

DEIN:	80
Data element:	NATURE-OF-ACTION CODE SUFFIX (NOA-CD-SUF)
Definition:	An additional code to the basic personnel NOA code to identify additional information to be included in NOA narrative.
Input format:	NØ1
Card column:	17
Codes:	Select from NOA narrative table. Numeric codes are used as follows: 1--To suppress printing of NOA narrative on Standard Form 50. 2--To suppress printing of entire Standard Form 50 or DA Form 2515.

DEIN:	81
Data element:	PROCESSING ACTION CODE (PROC-ACT-CD)
Definition:	A one-digit code used on accessions, separations, and deletions to indicate the type of processing to be done in regards to the three systems affected (i.e., PMIS, CIVPER CIVPERSINS).
Input format:	NØ1
Card column:	18
Codes:	A--Create PMIS. B--Create PMIS; create CIVPERSINS. D--Create PMIS; change CIVPERSINS. H--Delete PMIS. K--Delete PMIS; delete CIVPERSINS.

Appendix A--Continued

DEIN:	82
Data element:	NATURE-OF-ACTION EFFECTIVE DATE (NOA-EFF-DT)
Definition:	The numeric month, day, and year on which a personnel action is effective.
Input format:	N01
Card columns:	19-24
Codes:	NA

DEIN:	83
Data element:	NATURE-OF-ACTION NOT-TO-EXCEED DATE (NOA-NTE-DT)
Definition:	The personnel action not-to-exceed date required to be entered in block 12 of a Standard Form 50.
Input format:	N01
Card columns:	25-30
Codes:	NA

Appendix A--Continued

DEIN:	84
Data element:	SECONDARY NATURE-OF-ACTION CODE (2ND-NOA)
Definition:	A code used to correct, cancel, or amend a civilian personnel action.
Input format:	NØ1
Card columns:	31-33
Codes:	001--Cancellation. 002--Correction. 003--Amendment.

DEIN:	85
Data element:	FOR AGENCY USE BLOCK (FOR-AG-USE)
Definition:	The space provided for agency use on the Standard Form 50.
Input format:	NØ1
Card columns:	34-43
Codes:	NA

Appendix A--Continued

DEIN: 86

Data element: CIVPERSINS SUFFIX CODE (CIVP-SFX-CD)

Definition: A code that identifies the type of action being processed on a cancellation amendment or correction to determine DA CIVPERSINS feeded data.

Input format: N01

Card columns: 44-45

Codes:

- Al--Correction to accession error (error reported by DA).
- Cl--Correction to changes due to organizational unit identification code (UIC) movement (error reported by DA).
- Sl--Correction to status changes--no UIC movement (error reported by DA).
- AZ--Cancellation of an accession (entire PMIS record will be deleted).
- LZ--Cancellation of a loss (entire PMIS record must be recreated).
- CZ--Cancellation of changes due to organizational UIC movement.
- SZ--Cancellation of status changes--no UIC movement.
- CC--Correction to changes due to organizational UIC movement (error reported locally).
- SS--Correction to status changes--no UIC movement (error reported locally).

Notes. 1. Above cancellation codes are always used with secondary NOA code 001.

2. Above correction codes are always used with secondary NOA code 002.

Appendix A--Continued

DEIN:	87
Data element:	CIVIL SERVICE OR AUTHORITY CODE (CS-OR-AUTH-CD)
Definition:	A code that indicates the statutory authority for a particular personnel action to be printed on a Standard Form 50.
Input format:	NØ1
Card columns:	46-47
Codes:	Select from civil service or authority narrative table.

DEIN:	88
Data element:	GAINING SON-CAO (GNG-SON)
Definition:	The submitting office number (SON) of the civilian personnel activity receiving an employee in connection with change in appointing officer actions.
Input format:	NØ1
Card columns:	59-62
Codes:	Select from DA CIVPERSINS I.

Appendix A--Continued

DEIN:	89
Data element:	SEPARATION/ACCESSION AGENCY CODE (SEP-ACC-AGY-CD)
Definition:	A code that identifies the losing or gaining agency when an employee is moved from one agency to another.
Input format:	NØ1
Card columns:	50-51
Codes:	Select from table 2, book V, FPM Suppl 296-31.

DEIN:	90
Data element:	SIGNATURE BLOCK CODE--SF-50 (SIG-BLK-CD)
Definition:	A code that indicates the signature block of individuals authorized to sign Standard Forms 50.
Input format:	NØ1
Card column:	52
Codes:	To be determined by each CPO.

Appendix A--Continued

DEIN:	91
Data element:	DATE OF AUTHENTICATION, SF-50 (DT-AUTH-SF-50)
Definition:	The date the authorizing officer takes final action to put a personnel action into effect; ordinarily it is the date the Standard Form 50 is signed or authenticated.
Input format:	NØ1
Card columns:	53-58
Codes:	NA

DEIN:	92
Data element:	STANDARD FORM 50 REMARKS CODE (STD-50-RMKS-CD)
Definition:	A code that identifies the narrative to be printed on the Standard Form 50.
Input format:	NØ3
Card columns:	14-15
Codes:	Select from standard remarks narrative table.

Appendix A--Continued

DEIN:	93
Data element:	STANDARD FORM 50 REMARKS--DATE OR NUMBER (STD-50-DT-NUM)
Definition:	The date or number, as appropriate, for remarks section of the Standard Form 50.
Input format:	N03
Card columns:	16-23
Codes:	NA

DEIN:	94
Data element:	STANDARD FORM 50 NONSTANDARD REMARKS AMC-PMIS (STD-50-NS-RMKS)
Definition:	The entries on a Standard Form 50 which are not included in the table of standard remarks.
Input format:	N04
Card columns:	14-75
Codes:	NA

Appendix A--Continued

DEIN:	95
Data element:	TRAILER CARD CONTROL NUMBER (TRLR-CRD-CON-NO)
Definition:	A number used to identify one item of data on certain multiple item entries.
Input format:	N04
Card column:	78
Codes:	NA

DEIN:	96
Data element:	NONSTANDARD CIVIL SERVICE OR OTHER LEGAL AUTHORITY AMC-PMIS (NON-STD-CS-AUTH)
Definition:	The entries of a Standard Form 50 not included in the civil service or authority code table.
Input format:	N02
Card columns:	14-61
Codes:	NA

DEIN	97
Data element:	DA FORM 2515--REMARKS CARD (DA-FM-2515-RMKS)
Definition:	The remarks appearing on DA Form 2515 for pay adjustment only.
Input format:	N71
Card columns:	6-76
Codes:	NA

Appendix B

EMPLOYEE BASIC MASTER RECORD DATA INPUT

B-1. Purpose. This appendix describes the US Army Materiel Command Personnel Management Information System (AMC PMIS) methods and procedures for preparing employee basic master record input formats.

B-2. Concept. a. The employee data are entered into the system through the use of general purpose card formats. The data may be entered, changed, or deleted in conjunction with a personnel action or on a stand-alone basis. However, if submitted in conjunction with a personnel action, selected critical minimum data entries must be entered according to the nature of the personnel action, the type of civilian record, and (for gains) the processing action code. The input data are keypunched and subjected to edit and validation checks (including checks for the presence of the minimum required data elements). If any of the data elements entered are invalid, or if any required data elements are omitted, the total submission for that employee is rejected and an error listing is produced. The employee master record is updated according to data entered and, if personnel action related, with logically developed data peculiar to the personnel action.

b. To add or change data, the new or changed data are entered in the data element field of the appropriate input card format.

c. To delete data, a dash (-) is entered in the left-most position of the data element field of the appropriate input card format. Optional data elements only, of the employee master record, may be deleted (see app C).

B-3. Protective (security) classification of input. Not classified.

B-4. Input control instructions. Retain input card coding formats with the source documents until the action is processed. For manual retrieval and reference, input cards for each daily processing cycle should be arranged in sequence by document identifier code (DIC), within processing sequence code, and within social security account number (SSAN).

B-5. Input disposition. At local option, may be retained or destroyed after use.

B-6. Inputs. The following input formats are identified with the submission of employee data to the employee basic record.

Appendix B--Continued

a. Employee identification card (format N10).

(1) Source. Civilian personnel office (CPO) (Standard Form (SF) 52, Request for Personnel Action; SF 8, Notice to Federal Employee about Unemployment Compensation; SF 171, Personnel Qualifications Statement).

(2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N10."
Social security account number	4-12	Enter employee's SSAN, omitting hyphens. If employee has no number, enter a "9" as the first digit, followed by the four-digit submitting office number (SON). In the remaining four digits, enter a locally assigned number maintained in an SSAN log.
SSAN check digit code	13	For accession actions, leave blank; for all other actions, enter the one-digit code as shown on the SSAN or alphabetic listings.
Employee name	14-43	Enter last name followed by a comma and space; first name or initial (if initial, also enter period); space, middle name or initial (enter period following initial); comma and space; and if any, name suffix (must be Jr., Sr., II, III, or IV). Complete name, including spaces and punctuation, must not exceed a 30-character field. An apostrophe (') must not be used, but a dash (--) may be used.
Sex	44	Enter one of the following codes, as applicable. M--Male. F--Female.

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Marital status	45	Enter one of the following codes, as applicable: 1--Mr. 2--Miss 3--Mrs.
Date of birth	46-51	Enter date of birth using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero.
Veterans preference code	52	Enter one of the following codes, as applicable: 1--No preference or undetermined. 2--5-point preference. 3--10-point preference. 4--10-point compensable disability. 5--10-point other.
Tenure group code	53	Enter one of the following codes, as applicable:
	<u>PMIS code</u>	<u>Tenure group</u> <u>Definition</u>
	1	IA Career appointment--veteran.
	2	IB Career appointment--nonveteran/retired military (RM).
	3	IIA Career conditional appointment--veteran.
	4	IIB Career conditional appointment--non-veteran/RM.
	5	IIIA TAPER (temporary appointment pending establishment of register)/indefinite/term appointment--veteran.

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>									
		<table> <tr> <th data-bbox="887 456 965 528"><u>PMIS code</u></th><th data-bbox="1000 461 1114 533"><u>Temper group</u></th><th data-bbox="1208 501 1408 542"><u>Definition</u></th></tr> <tr> <td data-bbox="903 557 918 584">6</td><td data-bbox="1016 562 1094 589">LTB</td><td data-bbox="1146 566 1549 674">TAPER/indefinite/term appointment--non-veteran/RM.</td></tr> <tr> <td data-bbox="903 689 918 716">0</td><td data-bbox="1016 694 1031 721">0</td><td data-bbox="1146 698 1491 748">None of the above.</td></tr> </table>	<u>PMIS code</u>	<u>Temper group</u>	<u>Definition</u>	6	LTB	TAPER/indefinite/term appointment--non-veteran/RM.	0	0	None of the above.
<u>PMIS code</u>	<u>Temper group</u>	<u>Definition</u>									
6	LTB	TAPER/indefinite/term appointment--non-veteran/RM.									
0	0	None of the above.									
Service computation date (SCD)	54-59	Enter SCD for leave purposes, using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero. If left blank on accessions, effective date will be entered automatically. If none, enter "000000."									
Service computation date--reduction in force (RIF)	60-65	Enter SCD for RIF purposes, using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero. DO NOT include credit for outstanding performance rating (OPR)--this is applied automatically when retention registers are prepared. If left blank on accessions, effective date will be entered automatically. If none, enter "000000."									
Physical handicap code	66-67	Enter one of the CSC (Civil Service Commission) authorized two-digit, numeric handicap codes. If no handicap, enter "00."									
Federal Employee's Group Life Insurance (FEGLI) code	68	Enter one of the following codes, as applicable: 1--Covered. 2--Ineligible. 3--Waived. 4--Regular, plus optional.									
Retirement coverage code	69	Enter one of the following codes, as applicable:									

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		1--Civil service. 2--Federal Insurance Contribution Act (FICA). 3--Foreign service. 4--None. 5--Other.
Special program identifier code	70-71	Enter one of the approved special program identifier codes (app A). If not applicable, enter "00."
Blank	72-79	Leave blank.
Processing sequence code	80	(a) Leave blank or enter "1" for first order of processing. If more than one action is to be processed during the same computer cycle for the same SSAN, enter "2" in all input formats applicable to the second order of processing; enter "3" for third order, etc. (b) If the computer detects an error or omission in any input, all inputs for the same SSAN, regardless of the order of processing sequence will be rejected. Card columns 79 and 80 are reserved for trailer and subtrailer number, if applicable.

b. Employee position identification card (format N11).

- (1) Source. CPO (SF 52; SF 7, Service Record).
- (2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N11."
Social security account number	4-12	See N10 input format (a(2) above).

Appendix A--Continued

DEIN:	66
Data element:	DATE PROBATION OR TRIAL BEGAN (DT-PROB-TR-BGN)
Definition:	The numeric month, day, and year that an individual's probation or trial period began.
Input format:	N14
Card columns:	43-48
Codes:	NA

DEIN:	67
Data element:	LEAVE WITHOUT PAY INDICATOR CODE (LWOP-INDIC-CD)
Definition:	A code which indicates that an employee is in leave-without-pay (LWOP), suspension, or furlough status in excess of 30 days.
Input format:	N14
Card column:	49
Codes:	Blank--Indicates no LWOP indicator reported. 1--Indicates LWOP status when determining actions.

Appendix A--Continued

DEIN:	68
Data element:	DATE CAREER-CONDITIONAL SERVICE BEGAN (DT-CAR-COND-BGN)
Definition:	The numeric month, day, and year than an individual began career-conditional service as shown in official records.
Input format:	N14
Card columns:	50-55
Codes:	NA

DEIN:	69
Data element:	RETIRED MILITARY CODE (RET-MIL-CD)
Definition:	A code that differentiates between those military who are in a regular or nonregular component status for determining dual compensation pay.
Input format:	N14
Card column:	56
Codes:	1--Officer--regular component. 2--Warrant officer--regular component. 3--Officer--nonregular. 4--Warrant officer--nonregular. 5--Enlisted personnel. Blank--None of the above.

Appendix A--Continued

DEIN:	70
Data element:	PAY PERIOD INDICATOR CODE (PAY-PD-INDIC-CD)
Definition:	A code that indicates the pay period on which an individual is paid.
Input format:	N14
Card column:	57
Codes:	Select from locally developed pay period beginning date table.

DEIN:	71
Data element:	DATE ENTERED ON DUTY PRESENT STATION (DT-EOD-PRES-STA)
Definition:	The numeric month, day, and year that an individual entered on duty at his present station or installation.
Input format:	N14

Appendix A--Continued

DEIN:	72
Data element:	DATE ENTERED ON DUTY CIVIL SERVICE (DT-EOD-CS)
Definition:	The numeric month, day, and year that an individual last entered on continuous duty as a member of the civil service.
Input format:	N14
Card columns:	64-69
Codes:	NA

DEIN:	73
Data element:	STREET ADDRESS (STRT-ADDR)
Definition:	The present street address wherein an individual and/or his family resides as shown in official records.
Input format:	N15
Card columns:	14-37
Codes:	NA

Appendix A--Continued

DEIN:	74
Data element:	CITY ADDRESS (CITY-ADDR)
Definition:	The present city address where an individual and/or his family resides as shown in official records.
Input format:	N15
Card columns:	38-54
Codes:	NA

DEIN:	75
Data element:	STATE OR FOREIGN COUNTRY ADDRESS (STATE-ADDR)
Definition:	The present state or foreign country address where an individual resides as shown in official records.
Input format:	N15
Card columns:	55-59
Codes:	NA

Appendix A--Continued

DEIN:	76
Data element:	ZIP CODE--ADDRESS (ZIP-CODE)
Definition:	The zone improvement plan (ZIP) code that identifies the state, city, and zone applicable to the mailing address of the individual.
Input format:	N15
Card columns:	60-64
Codes:	NA

Appendix A--Continued

DEIN:	77
Data element:	SUSPENSE DATA CODE (SUSP-DATA-CD)
Definition:	A code that identifies the type of suspense to be placed in the record.
Input format:	N16
Card column:	14
Codes:	<p>A--Expiration of detail. B--Expiration of salary retention. C--Expiration of appointment. D--Expiration of position obligation. E--Expiration of LWOP/furlough/suspension more than 30 days. F--Expiration of written reprimand. G--Length of service award (other than normal). H--Expiration of statutory retention after military service. J--Administrative pay increase/decrease due. K--Expiration of training obligation. N--Within-grade step increase, DA Form 2515 prepared, and effective date. P--Expiration of temporary promotion/reassignment. Q--Within-grade increase, other than normal. R--Due date for conversion to career or career-conditional appointment (for all types of conversion). S--Placement followup due. T--DA Form 1052 prepared, with "To" date. V--Due date for periodic physical examination. W--Training followup. Z--Due date for mandatory retirement.</p>

Appendix A--Continued

DEIN:	78
Data element:	SUSPENSE DATA DATE (SUSP-DATA-DT)
Definition:	The numeric month, day, and year for which a suspense date has been established.
Input format:	N16
Card columns:	15-20, 22-27, 29-34, 36-41, 43-48, or 50-55
Codes:	NA

DEIN:	79
Data element:	NATURE-OF-ACTION (NOA) CODE (NOA-CD)
Definition:	A code that identifies the type of personnel action taken on an individual.
Input format:	N01
Card columns:	14-16
Codes:	Select from NOA narrative table.

Appendix A--Continued

DEIN:	80
Data element:	NATURE-OF-ACTION CODE SUFFIX (NOA-CD-SUF)
Definition:	An additional code to the basic personnel NOA code to identify additional information to be included in NOA narrative.
Input format:	NØ1
Card column:	17
Codes:	Select from NOA narrative table. Numeric codes are used as follows: 1--To suppress printing of NOA narrative on Standard Form 50. 2--To suppress printing of entire Standard Form 50 or DA Form 2515.

DEIN:	81
Data element:	PROCESSING ACTION CODE (PROC-ACT-CD)
Definition:	A one-digit code used on accessions, separations, and deletions to indicate the type of processing to be done in regards to the three systems affected (i.e., PMIS, CIVPER CIVPERSINS).
Input format:	NØ1
Card column:	18
Codes:	A--Create PMIS. B--Create PMIS; create CIVPERSINS. D--Create PMIS; change CIVPERSINS. H--Delete PMIS. K--Delete PMIS; delete CIVPERSINS.

Appendix A--Continued

DEIN:	82
Data element:	NATURE-OF-ACTION EFFECTIVE DATE (NOA-EFF-DT)
Definition:	The numeric month, day, and year on which a personnel action is effective.
Input format:	NØ1
Card columns:	19-24
Codes:	NA

DEIN:	83
Data element:	NATURE-OF-ACTION NOT-TO-EXCEED DATE (NOA-NTE-DT)
Definition:	The personnel action not-to-exceed date required to be entered in block 12 of a Standard Form 50.
Input format:	NØ1
Card columns:	25-30
Codes:	NA

Appendix A--Continued

DEIN:	84
Data element:	SECONDARY NATURE-OF-ACTION CODE (2ND-NOA)
Definition:	A code used to correct, cancel, or amend a civilian personnel action.
Input format:	NØ1
Card columns:	31-33
Codes:	001--Cancellation. 002--Correction. 003--Amendment.

DEIN:	85
Data element:	FOR AGENCY USE BLOCK (FOR-AG-USE)
Definition:	The space provided for agency use on the Standard Form 50.
Input format:	NØ1
Card columns:	34-43
Codes:	NA

Appendix A--Continued

DEIN: 86

Data element: CIVPERSINS SUFFIX CODE (CIVP-SFX-CD)

Definition: A code that identifies the type of action being processed on a cancellation amendment or correction to determine DA CIVPERSINS feeded data.

Input format: N01

Card columns: 44-45

Codes:

- Al--Correction to accession error (error reported by DA).
- Cl--Correction to changes due to organizational unit identification code (UIC) movement (error reported by DA).
- Sl--Correction to status changes--no UIC movement (error reported by DA).
- AZ--Cancellation of an accession (entire PMIS record will be deleted).
- LZ--Cancellation of a loss (entire PMIS record must be recreated).
- CZ--Cancellation of changes due to organizational UIC movement.
- SZ--Cancellation of status changes--no UIC movement.
- CC--Correction to changes due to organizational UIC movement (error reported locally).
- SS--Correction to status changes--no UIC movement (error reported locally).

Notes. 1. Above cancellation codes are always used with secondary NOA code 001.

2. Above correction codes are always used with secondary NOA code 002.

Appendix A--Continued

DEIN: 87

Data element: CIVIL SERVICE OR AUTHORITY CODE
(CS-OR-AUTH-CD)

Definition: A code that indicates the statutory authority
for a particular personnel action to be
printed on a Standard Form 50.

Input format: N01

Card columns: 46-47

Codes: Select from civil service or authority
narrative table.

DEIN: 88

Data element: GAINING SON-CAO (GNG-SON)

Definition: The submitting office number (SON) of the
civilian personnel activity receiving an
employee in connection with change in
appointing officer actions.

Input format: N01

Card columns: 59-62

Codes: Select from DA CIVPERSINS I.

Appendix A--Continued

DEIN: 89

Data element: SEPARATION/ACCESSION AGENCY CODE
(SEP-ACC-AGY-CD)

Definition: A code that identifies the losing or gaining agency when an employee is moved from one agency to another.

Input format: N01

Card columns: 50-51

Codes: Select from table 2, book V, FPM Suppl 296-31

DEIN: 90

Data element: SIGNATURE BLOCK CODE--SF-50 (SIG-BLK-CD)

Definition: A code that indicates the signature block of individuals authorized to sign Standard Forms 50.

Input format: N01

Card column: 52

Codes: To be determined by each CPO.

Appendix A--Continued

DEIN:	91
Data element:	DATE OF AUTHENTICATION, SF-50 (DT-AUTH-SF-50)
Definition:	The date the authorizing officer takes final action to put a personnel action into effect; ordinarily it is the date the Standard Form 50 is signed or authenticated.
Input format:	NØ1
Card columns:	53-58
Codes:	NA

DEIN:	92
Data element:	STANDARD FORM 50 REMARKS CODE (STD-50-RMKS-CD)
Definition:	A code that identifies the narrative to be printed on the Standard Form 50.
Input format:	NØ3
Card columns:	14-15
Codes:	Select from standard remarks narrative table.

Appendix A--Continued

DEIN:	93
Data element:	STANDARD FORM 50 REMARKS--DATE OR NUMBER (STD-50-DT-NUM)
Definition:	The date or number, as appropriate, for remarks section of the Standard Form 50.
Input format:	N03
Card columns:	16-23
Codes:	NA

DEIN:	94
Data element:	STANDARD FORM 50 NONSTANDARD REMARKS AMC-PMIS (STD-50-NS-RMKS)
Definition:	The entries on a Standard Form 50 which are not included in the table of standard remarks.
Input format:	N04
Card columns:	14-75
Codes:	NA

Appendix A--Continued

DEIN:	95
Data element:	TRAILER CARD CONTROL NUMBER (TRLR-CRD-CON-NO)
Definition:	A number used to identify one item of data on certain multiple item entries.
Input format:	N04
Card column:	78
Codes:	NA

DEIN:	96
Data element:	NONSTANDARD CIVIL SERVICE OR OTHER LEGAL AUTHORITY AMC-PMIS (NON-STD-CS-AUTH)
Definition:	The entries of a Standard Form 50 not included in the civil service or authority code table.
Input format:	N02
Card columns:	14-61
Codes:	NA

DEIN	97
Data element:	DA FORM 2515--REMARKS CARD (DA-FM-2515-RMKS)
Definition:	The remarks appearing on DA Form 2515 for pay adjustment only.
Input format:	N71
Card columns:	6-76
Codes:	NA

Appendix B

EMPLOYEE BASIC MASTER RECORD DATA INPUT

B-1. Purpose. This appendix describes the US Army Materiel Command Personnel Management Information System (AMC PMIS) methods and procedures for preparing employee basic master record input formats.

B-2. Concept. a. The employee data are entered into the system through the use of general purpose card formats. The data may be entered, changed, or deleted in conjunction with a personnel action or on a stand-alone basis. However, if submitted in conjunction with a personnel action, selected critical minimum data entries must be entered according to the nature of the personnel action, the type of civilian record, and (for gains) the processing action code. The input data are keypunched and subjected to edit and validation checks (including checks for the presence of the minimum required data elements). If any of the data elements entered are invalid, or if any required data elements are omitted, the total submission for that employee is rejected and an error listing is produced. The employee master record is updated according to data entered and, if personnel action related, with logically developed data peculiar to the personnel action.

b. To add or change data, the new or changed data are entered in the data element field of the appropriate input card format.

c. To delete data, a dash (-) is entered in the left-most position of the data element field of the appropriate input card format. Optional data elements only, of the employee master record, may be deleted (see app C).

B-3. Protective (security) classification of input. Not classified.

B-4. Input control instructions. Retain input card coding formats with the source documents until the action is processed. For manual retrieval and reference, input cards for each daily processing cycle should be arranged in sequence by document identifier code (DIC), within processing sequence code, and within social security account number (SSAN).

B-5. Input disposition. At local option, may be retained or destroyed after use.

B-6. Inputs. The following input formats are identified with the submission of employee data to the employee basic record.

Appendix B--Continued

a. Employee identification card (format N10).

(1) Source. Civilian personnel office (CPO) (Standard Form (SF) 52, Request for Personnel Action; SF 8, Notice to Federal Employee about Unemployment Compensation; SF 171, Personnel Qualifications Statement).

(2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N10."
Social security account number	4-12	Enter employee's SSAN, omitting hyphens. If employee has no number, enter a "9" as the first digit, followed by the four-digit submitting office number (SON). In the remaining four digits, enter a locally assigned number maintained in an SSAN log.
SSAN check digit code	13	For accession actions, leave blank; for all other actions, enter the one-digit code as shown on the SSAN or alphabetic listings.
Employee name	14-43	Enter last name followed by a comma and space; first name or initial (if initial, also enter period); space, middle name or initial (enter period following initial); comma and space; and if any, name suffix (must be Jr., Sr., II, III, or IV). Complete name, including spaces and punctuation, must not exceed a 30-character field. An apostrophe (') must not be used, but a dash (--) may be used.
Sex	44	Enter one of the following codes, as applicable. M--Male. F--Female.

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>																		
Marital status	45	Enter one of the following codes, as applicable: 1--Mr. 2--Miss 3--Mrs.																		
Date of birth	46-51	Enter date of birth using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero.																		
Veterans preference code	52	Enter one of the following codes, as applicable: 1--No preference or undetermined. 2--5-point preference. 3--10-point preference. 4--10-point compensable disability. 5--10-point other.																		
Tenure group code	53	Enter one of the following codes, as applicable: <table> <tr> <th><u>PMIS code</u></th><th><u>Tenure group</u></th><th><u>Definition</u></th></tr> <tr> <td>1</td><td>IA</td><td>Career appointment--veteran.</td></tr> <tr> <td>2</td><td>IB</td><td>Career appointment--nonveteran/retired military (RM).</td></tr> <tr> <td>3</td><td>IIA</td><td>Career conditional appointment--veteran.</td></tr> <tr> <td>4</td><td>IIB</td><td>Career conditional appointment--non-veteran/RM.</td></tr> <tr> <td>5</td><td>IIIA</td><td>TAPER (temporary appointment pending establishment of register)/indefinite/term appointment--veteran.</td></tr> </table>	<u>PMIS code</u>	<u>Tenure group</u>	<u>Definition</u>	1	IA	Career appointment--veteran.	2	IB	Career appointment--nonveteran/retired military (RM).	3	IIA	Career conditional appointment--veteran.	4	IIB	Career conditional appointment--non-veteran/RM.	5	IIIA	TAPER (temporary appointment pending establishment of register)/indefinite/term appointment--veteran.
<u>PMIS code</u>	<u>Tenure group</u>	<u>Definition</u>																		
1	IA	Career appointment--veteran.																		
2	IB	Career appointment--nonveteran/retired military (RM).																		
3	IIA	Career conditional appointment--veteran.																		
4	IIB	Career conditional appointment--non-veteran/RM.																		
5	IIIA	TAPER (temporary appointment pending establishment of register)/indefinite/term appointment--veteran.																		

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>		
		<u>PMIS code</u>	<u>Tenure group</u>	<u>Definition</u>
		6	IIIB	TAPER/indefinite/term appointment--non-veteran/RM.
		0	0	None of the above.
Service computation date (SCD)	54-59	Enter SCD for leave purposes, using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero. If left blank on accessions, effective date will be entered automatically. If none, enter "000000."		
Service computation date--reduction in force (RIF)	60-65	Enter SCD for RIF purposes, using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero. DO NOT include credit for outstanding performance rating (OPR)--this is applied automatically when retention registers are prepared. If left blank on accessions, effective date will be entered automatically. If none, enter "000000."		
Physical handicap code	66-67	Enter one of the CSC (Civil Service Commission) authorized two-digit, numeric handicap codes. If no handicap, enter "00."		
Federal Employee's Group Life Insurance (FEGLI) code	68	Enter one of the following codes, as applicable: 1--Covered. 2--Ineligible. 3--Waived. 4--Regular, plus optional.		
Retirement coverage code	69	Enter one of the following codes, as applicable:		

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		1--Civil service. 2--Federal Insurance Contribution Act (FICA). 3--Foreign service. 4--None. 5--Other.
Special program identifier code	70-71	Enter one of the approved special program identifier codes (app A). If not applicable, enter "00."
Blank	72-79	Leave blank.
Processing sequence code	80	(a) Leave blank or enter "1" for first order of processing. If more than one action is to be processed during the same computer cycle for the same SSAN, enter "2" in all input formats applicable to the second order of processing; enter "3" for third order, etc. (b) If the computer detects an error or omission in any input, all inputs for the same SSAN, regardless of the order of processing sequence will be rejected. Card columns 79 and 80 are reserved for trailer and subtrailer number, if applicable.

b. Employee position identification card (format N11).

(1) Source. CPO (SF 52; SF 7, Service Record).

(2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N11."
Social security account number	4-12	See N10 input format (a(2) above).

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
SSAN check digit code	13	See N10 input format (a(2) above).
Citizenship code	14	Enter one of the following codes, as applicable: 1--Citizen. 2--Noncitizen.
Position occupied code	15	Enter one of the following codes, as applicable: 1--Competitive service. 2--Excepted service.
Type-of- appointment code	16-17	Enter one of the two-digit, numeric type-of-appointment codes.
Competitive area code	18-19	Enter locally developed two- character, alphanumeric code.
Competitive level code (CLC)	20-22	Enter locally developed three- character code. Fill unused left positions with zeros. <u>Note.</u> The full CLC consists of pay plan, grade, and CLC; therefore, when pay plan or grade changes, CLC may begin with "001"--a maximum of "999" competitive levels with- in each grade of a pay plan.
Occupying obligated position	23	Enter one of the following codes, as applicable: 0--Position not obligated. 1--Position obligated--tenure affected. Employee occupies a position to which another em- ployee has statutory restoration right after military service, or has reemployment rights under appendix B, FPM 352. 2--Position obligated. Position is obligated under circumstances

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>						
		other than above (e.g., after service under Section 725(6) of the Foreign Assistance Act 1961).						
Pay plan code	24-25	Enter appropriate two-digit, alphabetic pay plan code.						
Blank	26-31	Leave blank.						
Occupation series code	32-36	Enter occupational series code. Right-justify and zero-fill the field. Mixed Wage Grade (WG) jobs may contain an "X" in the left-most position. If pay plan is one of the following, series must be entered as shown:						
		<table><tr><td><u>Pay plan</u></td><td><u>Series code</u></td></tr><tr><td>YV</td><td>03506</td></tr><tr><td>YW</td><td>03506</td></tr></table>	<u>Pay plan</u>	<u>Series code</u>	YV	03506	YW	03506
<u>Pay plan</u>	<u>Series code</u>							
YV	03506							
YW	03506							
		<u>Note.</u> Must always be paired with occupation series code suffix.						
Occupation series code suffix	37-38	Enter two-character, alphanumeric occupation series code suffix for the appropriate position title from the position title table listing. <u>Note.</u> Must always be paired with occupation series code.						
Blank	39-44	Leave blank.						
Functional classification code	45-46	Enter appropriate two-digit, numeric code. If not applicable, enter "00."						
Position tenure code	47	Enter one of the following codes, as applicable: P--Permanent. T--Temporary.						

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Career program code	48-49	Enter appropriate two-digit, numeric code. If not applicable, enter "00."
Type-of-civilian record code	50	Enter one of the following codes, as applicable: A--AMC record. B--Army record. C--Non-Army record. D--Interest only record.
Date entered present position title	51-56	Enter date employee last entered present position title, using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero. If left blank on accessions or when occupation series code or suffix changes, effective date will be entered automatically.
Position number	57-64	Enter employee's official position number, not to exceed eight digits. Leave unused positions blank. If non-WG supervisor, enter "S" in card column 64.
Blank	65-79	Leave blank.
Process sequence code	80	Enter same digit (if not blank) as entered on format N01 or other formats of this submission (if no N01).

c. Employee occupational data card (format N12).

(1) Source. CPO (SF 52, SF 7).

Appendix B--Continued

(2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N12."
Social security account number	4-12	See N10 input format (a(2) above).
SSAN check digit code	13	See N10 input format (a(2) above).
Grade or level code	14-15	Enter appropriate two-digit, numeric grade or level. Enter zero in any unused left position. If no grade or level, enter "00."
Date entered grade or level	16-21	Enter date employee last entered present grade or level, using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero. If left blank on accessions or when pay plan or grade or level changes, effective date will be entered automatically in the employee master record.
Employee step or rate	22-23	Enter appropriate two-digit, numeric step or rate, as follows, entering a zero in any unused left position. If no step or rate, enter "00." If pay rate determinant is "1" through "4," enter maximum step.

<u>Step</u>	<u>Pay plan and grade</u>
00	No step.
01-10	GS-1 through GS-15 employees.
01-09	GS-16 employees.
01-05	GS-17 employees.

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		<div data-bbox="718 454 796 488"><u>Step</u></div> <div data-bbox="906 454 1257 488"><u>Pay plan and grade</u></div>
		01 GS-18 employees.
		01-05 WD, WG, WL, WN, WP, and WT; employees (all grades).
		01-15 Teachers at oversea dependent schools.
		00-40 WB and WM employees (all grades).
Blank	24-29	Leave blank.
Basis of pay code	30-31	Enter one of the following codes, as applicable: PA--Per annum. PH--Per hour. PD--Per day. WC--Without compensation. FB--Fee basis. PW--Piece work. PM--Per month. PS--Per service or product. SY--Per school year. BW--Biweekly (not regular pay period). OR--All others.
Salary	32-38	Enter base pay in dollars and cents, with the cents entered in the right- most positions and unused left-most positions zero-filled. DO NOT en- ter dollar sign (\$), comma (,) or decimal point (.). An employee without compensation is shown as "0000000." (Examples: Per-hour rate of \$2.55 is entered as "0000255"; a per annum salary of \$9,860 is entered as "0986000"-- note zeros are entered in the cents positions.)

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Pay table code	39-40	Enter appropriate two-digit, numeric code to reflect correct pay table to be used. If no pay table is applicable (a single rate of pay such as for pay plans EC, YV, YW, etc.), enter "99." If pay rate determinant is "1" through "4," enter pay table code applicable to the employee were he not on a saved rate.
Pay rate determinant code	41	Enter appropriate pay rate determinant code--0 through 8.
Education code	42	Enter one of the following codes, as applicable: 0--Less than high school. 1--High school. 2--Business, vocational, or trade school. 3--At least 30 semester hours of college credit. 4--At least 60 semester hours of college credit. 5--At least 90 semester hours of college credit. 6--At least 120 semester hours of college credit. 7--Bachelors degree (BA, BS, etc.) 8--Masters degree (MA, MS, etc.). 9--Doctors degree (PHD, JPD, etc.).
Blank	43-79	Leave blank.
Processing sequence code	80	Enter same digits (if not blank) as entered on format N01 or other formats of this submission.

d. Employee location card (format N13).

(1) Source. CPO (SF 52).

Appendix B--Continued

(2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N13."
Social security account number	4-12	See N10 input format (a(2) above).
SSAN check digit code	13	See N10 input format (a(2) above).
Employing office location code	14-22	Enter appropriate General Service Administration (GSA) geographical location code for the employing office from the location table listing. <u>Note.</u> Be sure that location code has been entered in location table.
Agency code	23-24	Enter appropriate two-digit, numeric agency code suffix of the servicing CPO (see CPR 950-1).
Submitting office number	25-28	Enter appropriate four-digit, numeric SON of the CPO servicing the employee.
Duty station location code	29-37	Enter appropriate GSA geographical location code for the duty station location of the employee from the location table listing. <u>Note.</u> Be sure that location code has been entered in the location table.
Budget project account (BPA) number	38-48	Enter the appropriate BPA code, left-justified. Unused positions may be left blank.
Command code	49-50	Enter appropriate two-digit, alphanumeric code of the command to which the employee is assigned. For non-Army employees, if there is no official code, assign locally developed code.
Unit identification code (UIC)	51-56	Enter appropriate six-digit, alphanumeric UIC of the installation or activity to which the employee is assigned. For non-Army employees,

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		if there is no official UIC equivalent, assign locally developed code. Positions 2 and 4 must NOT be alpha 0 or I.
<p><u>Note.</u> Command codes and UIC's, combined with the organization code below, form the code to enter the organization table. Therefore, for every combination of command code, UIC, and organization code appearing in the individual employee records of the employee master file, there must be a corresponding entry in the organization table.</p>		
Tables of distribution and allowances (TDA) paragraph number	57-59	Enter appropriate two- or three-digit, alphanumeric paragraph number of the TDA, left-justified, to which the employee is officially assigned. The first two digits must be numeric, the third digit may be alphanumeric or blank.
TDA line number	60-62	Enter appropriate two- or three-digit, alphanumeric line number of the TDA, left-justified, to which the employee is officially assigned. The first two digits must be numeric; the third digit may be alphanumeric or blank.
Organization code	63-68	Enter appropriate six-digit, alphanumeric organization code, left-justified, from the locally constructed organization table listing. Unused right positions may be left blank if shown as blank on the organization table listing.
Function designator	69	<p>Enter one of the following codes, as applicable. Leave blank for non-Army employees.</p> <p>1--Military functions. 2--Civil functions, Corps of Engineers. 3--Civil functions, cemeterial expenses. 4--Civil functions, administration of Ryukyu Islands.</p>

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Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Signature block code (DA Form 2515)	70	Enter appropriate one-digit, numeric code from the locally developed authorized signature table listing, of the individual who is authorized to sign the employee's DA Form 2515 (Payroll Change Slip)
Blank	71-79	Leave blank.
Processing sequence code	80	Enter same digit (if not blank) as entered on format N01 or other formats of this submission.

e. Employee status and date card (format N14).

(1) Source. CPO (SF 52; Da Form 1052, Employee Performance Rating; DA Form 873, Certificate of Clearance and/or Security Determination).

(2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N14."
Social security account number	4-12	See N10 input format (a(2) above).
SSAN check digit code	13	See N10 input format (a(2) above).
Civilian performance rating	14	Enter one of the following codes, as applicable: S--Satisfactory O--Outstanding. U--Unsatisfactory.

Note. When entered, civilian performance rating code must always be accompanied with date of performance rating entry.

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Date of performance rating	15-20	Enter date employee received his present civilian performance rating, using six digits in month, day and year sequence. Precede any single-digit month, day, or year with a zero. (If left blank on accessions, effective date will be entered automatically in employee master record; at the end of 1 year the year will be increased automatically by 1 and any performance rating of outstanding (code 0) will be changed automatically to satisfactory (code S).)
Date of last equivalent step increase	21-26	Enter date employee received his last equivalent increase, using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero. (If none, enter "000000"; otherwise, if left blank on accessions, within grade increase, and promotions, effective date will be entered in employee master record).
Time basis of employment code	27	Enter one of the following codes, as applicable: 1--Full time. 2--Part time. 3--Intermittent.
Underutilized code	28	Enter one of the following codes, as applicable: Blank--Not enrolled in underutilized program. U--Enrolled. M--Mandatory repromotion. N--Underutilized mandatory. O--Optional repromotion. P--Underutilized and optional.

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Security clearance code	29	<p>Enter one of the following codes, as applicable:</p> <p>Blank--None. C--Confidential. S--Secret. T--Top secret. A--Crypto-confidential. B--Crypto-secret. D--Crypto-top secret. E--Nuclear-secret. F--Nuclear-top secret. G--Nuclear-secret crypto. H--Nuclear-top secret crypto. R--AR 611-15.</p> <p><u>Note.</u> When entered, security clearance code must always be accompanied with date of security clearance.</p>
Date of security clearance	30-35	<p>Enter date security clearance was made using six-digit month, day, and year sequence. Precede any single-digit month, day, or year with a zero.</p>
Type-of- security investigation code	36	<p>Enter one of the following codes, as applicable:</p> <p>Blank--No investigation. 1--Complete background investiga- tion (CBI). 2--Partial background investiga- tion (PBI). 3--Background investigation (BI). 4--National agency check (NAC). 5--Part I, section 3, Executive Order (EO) 9835. 6--Section 3a, EO 10450. 7--National agency check and inquiry. 8--Full field investigation (FFI). 9--Federal Bureau of Investigation (FBI). A--Section 9(d), EO 10450. B--Preappointment pending.</p>

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		<u>Note.</u> When entered, type-of-security investigation code must always be accompanied with date of security investigation.
Date of security investigation	37-42	Enter date security investigation was completed, using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero.
Date probation began	43-48	If appropriate, enter date probationary period began, using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero. If not applicable, leave blank.
Leave without pay (LWOP) indicator code	49	LWOP indicator code is set automatically whenever suspension, furlough, or LWOP (in excess of 30 days) personnel actions are processed, and is removed automatically when return to duty (RTD) actions are processed. When necessary, indicator may be set and deleted manually as follows: Blank--Employee is in pay status. 1--Employee is not in pay status.
Date career-conditional service began	50-55	If appropriate, enter date career-conditional service began, using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero. If not applicable, leave blank.
Retired military code	56	Enter one of the following codes, as applicable: Blank--Not applicable. 1--Officer--regular component. 2--Warrant officer--regular component. 3--Officer--nonregular.

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Pay period indicator code	57	4--Warrant officer--nonregular. 5--Enlisted personnel. Enter appropriate one-digit, numeric code from the locally developed pay period beginning date table listing applicable to the employee.
Date of entry on duty (EOD) present station	58-63	Enter date employee entered on duty at his present station, using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero. (If left blank on accessions, effective date will be entered in employee master record; if left blank when duty station location code changes, effective date (if format N01 submitted) or current date will be entered).
Date EOD civil service.	64-69	Enter date employee last entered civil service employment in month, day, and year sequence. Precede any single-digit month, day, or year with a zero. (If left blank on accessions, effective date will be entered in employee master record.)
Blank	70-79	Leave blank.
Processing sequence code	80	Enter same digit (if not blank) as entered on format N01 or other formats of this submission.
f. <u>Employee address card (format N15).</u>		
(1) <u>Source.</u> CPO (SF 171, SF 52, Disposition Form (DF), etc.):		

Appendix B--Continued

(2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N15."
Social security account number	4-12	See N10 input format (a(2) above).
SSAN check digit code	13	See N10 input format (a(2) above).
Street address	14-37	Enter the number and street address of the employee, left-justified.
City address	38-54	Enter the present city address of the employee, left-justified.
State address	55-59	Enter the state or foreign country address of the employee, left-justified. If state exceeds 5 spaces, abbreviate.
Zone improvement plan (ZIP) code	60-64	Enter appropriate ZIP code for employee's address from the US Postal Service Publication 65 (National ZIP Code Directory).
Blank	65-79	Leave blank.
Processing sequence code	80	F a f

g. Employee suspense dat

(1) Source. CPO (SF 52,

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(2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N16."
Social security account number	4-12	See N10 input format (a(2) above).
SSAN check digit code	13	See N10 input format (a(2) above).
Suspense date fields suspense code	14-55	Enter one of the following codes, as applicable: A--Expiration of detail. B--Expiration of salary retention. C--Expiration of appointment. D--Expiration of position obligation. E--Expiration of LWOP/furlough/suspension of more than 30 days. F--Expiration of written reprimand. G--Length of service award, other than normal (suspense date, below, must be date from which calculation is to be made). H--Expiration of statutory retention after military service. J--Administrative pay increase/decrease due. K--Expiration of training obligation. N--Within grade increase DA Form 2515 prepared, and effective date. P--Expiration of temporary promotion/reassignment. Q--Within grade increase due--other than normal. R--Due date for conversion. S--Placement followup due. T--DA Form 1052 prepared with "To" date; career appraisal due. V--Periodic physical examination due.

Appendix B--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		W--Training followup due. Z--Mandatory retirement with due date. (Due date must not be more than 4 years from the current date.)
Suspense date		Enter suspense action date in month, day, and year sequence. Precede any single-digit month, day, or year with a zero.

Notes. 1. To change an existing suspense date, enter the
suspense code as described above and the changed suspense
date.

2. To delete an existing suspense code and date,
enter the suspense code as described above and insert a hyphen
(-) in the left position of the date field.

3. A maximum of 6 suspense actions may be entered
at any one time although the employee master record can accomo-
date a maximum of 9.

Blank	56-79	Leave blank.
Processing sequence code	80	Enter same digit (if not blank) as entered on format N01 or other formats of this submission.

h. Employee SSAN change card (format N17).

(1) Source. CP0 (SF 52, DF, etc.). As a new check digit
will also be calculated, no other personnel data changes to
the employee master record should be processed at the same time
as the SSAN change--all master record updates following the
SSAN change must bear the changed SSAN and the new check digit.

Appendix B--Continued

(2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N17."
Social security account number	4-12	Enter the SSAN exactly as it is currently in the employee master record.
SSAN check digit code	13	Enter the SSAN check digit code associated with the SSAN above.
Social security account number	14-22	Enter the new SSAN in the same manner as described in a(2) above for input format N10.
Blank	23-79	Leave blank.
Processing sequence code	80	Leave blank.

B-7. Output. Printer formats of rejected input/invalid transaction listing and employee transaction error listing are shown as figures B-1 and B-2.

B-23

Figure B-1. Rejected input/invalid transaction listing.

LINE 5 REPRESENTS THE INPUT CARD.
LINE 6 REPRESENTS THE INPUT CARD AFTER EDIT BY THE VALIDITY PROGRAM.
LINE 7 REPRESENTS THE ERROR MESSAGE.

REMARKS:

Figure B-2. Employee transaction error listing.

Appendix C

EMPLOYEE MASTER RECORD DESCRIPTION

C-1. General. The US Army Materiel Command Personnel Management Information System (AMC PMIS) employee master record is the depository of personnel data pertaining to a civilian employee. It provides all the common data incident to preparing computer-generated products.

C-2. Types of master records. Four types of records are supported by the AMC PMIS employee master record file, with each type providing specific information about the employee and with each supporting specific purpose, product, and input to higher echelon data banks. The following is a description of the categories of employees covered by each type of record, along with the assigned type-of-record code.

<u>Code</u>	<u>Type of record</u>	<u>Definition</u>
A	AMC record	An employee master record for an employee of an AMC activity serviced by an AMC civilian personnel office (CPO).
B	Army record	An employee master record for a non-AMC Army employee serviced by an AMC CPO.
C	Nonorganizational record	An employee master record for an employee of a non-Army Federal agency serviced by an AMC CPO.
D	Organizational interest record	An employee master record containing abbreviated data on an employee serviced by another CPO (usually under a servicing agreement). The AMC CPO at the parent organization maintains the organizational interest record.

C-3. Master record data elements. The data elements stored in the employee master record are tabulated below. Those data elements (tabulated as "M") which must be provided by manual input or by automatic computer generation to establish each type of record are shown--omitted or invalid mandatory data will cause rejection of the entire record. Those data elements tabulated as "O" are optional, which, at the discretion of the CPO, may be provided when the record is established (it should be noted, as described in the following appendixes, that many of the optional data elements,

Appendix C--Continued

especially dates, are automatically computer-generated based upon the type of personnel action and the effective date thereof).

Basic record data elements.

	<u>Field description</u>		<u>Type of record</u>			
	<u>Type</u>	<u>Length</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Agency code CPO	X	2	M	M	O	O
Budget project account number	X	11	M	M	O	O
Career program code	N	2	M	M	M	M
Citizenship code	N	1	M	M	M	O
City--address	X	17	O	O	O	O
Civilian performance rating	A	1	M	M	O	O
Command code-- personnel	X	2	M	M	M ¹	M
Competitive area code	X	2	M	M	M	O
Competitive level code	N	3	M	M	M	O
Date career-conditional service began	N	6	O	O	O	O
Date entry on duty (EOD) civil service	N	6	O	O	O	O
Date EOD present station	N	6	O	O	O	O
Date entered position title	N	6	O	O	O	O

¹Construct dummy code, if necessary.

Appendix C--Continued

	<u>Field description</u>		<u>Type of record</u>			
	<u>Type</u>	<u>Length</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Date entered present grade or level	N	6	O	O	O	O
Date of birth	N	6	M	M	M	M
Date of last equivalent step increase	N	6	M	M	M	O
Date of performance rating	N	6	M	M	M	O
Date of security clearance	N	6	O	O	O	O
Date of security investigation	N	6	O	O	O	O
Date probation or trial began	N	6	O	O	O	O
Duty station location code	X	9	M	M	M	M
Education code	N	1	M	M	M	M
Employee name	X	30	M	M	M	M
Employee step or rate	N	2	M	M	M	M
Employee office location code	X	9	M	M	M	M
Federal employees group life insurance (FEGLI) code	N	1	M	M	M	O
Functional designator	N	1	M	M	O	O
Functional classification code	N	2	M	M	M	M
Grade or level	N	2	M	M	M	M

Appendix C--Continued

	<u>Field description</u>		<u>Type of record</u>			
	<u>Type</u>	<u>Length</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Leave without pay (LWOP) indicator code	N	1	0	0	0	0
Nature-of-action (NOA) code	N	3	0	0	0	0
NOA suffix code	X	1	0	0	0	0
NOA effective date	N	6	0	0	0	0
Occupation series code	X	5	M	M	M	M
Occupation series code suffix	X	2	M	M	M	M
Occupying obligated position code	N	1	M	M	M	O
Organization code	X	6	M	M	M	M
Pay basis	N	2	M	M	M	M
Pay period indicator code	X	1	M	M	M	O
Pay plan	A	2	M	M	M	M
Pay rate determinant	N	1	M	M	M	M
Pay table code	X	2	M	M	M	O
Physical handicap code	N	2	M	M	M	M
Position number	X	8	M	M	M	O
Position occupied	N	1	M	M	M	M
Position tenure	A	1	M	M	M	M
Retired military code	N	1	0	0	0	0
Retirement coverage	N	1	M	M	M	M

Appendix C--Continued

	<u>Field description</u>		<u>Type of record</u>			
	<u>Type</u>	<u>Length</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Salary	N	7	M	M	M	M
Security clearance code	A	1	O	O	O	O
Service computation date (SCD)	N	6	M	M	M	M
SCD--reduction in force (RIF)	N	6	M	M	M	M
Sex	A	1	M	M	M	M
Signature block code--DA Form 2515	X	1	M	M	M	O
Social security account number (SSAN)	X	9	M	M	M	M
SSAN check digit	N	1	M	M	M	M
Special program identifier	N	2	M	M	M	M
State--address	A	5	O	O	O	O
Street--address	X	24	O	O	O	O
Submitting officer number (SON)	N	4	M	M	M	M
Suspense data code	X	1	O	O	O	O
Suspense data date	N	6	O	O	O	O
TDA (tables of distribution and allowances) line number	X	3	O	O	O	O
TDA paragraph number	X	3	O	O	O	O
Tenure group	N	1	M	M	M	M

Appendix C--Continued

	<u>Field description</u>		<u>Type of record</u>			
	<u>Type</u>	<u>Length</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Title--personal	N	1	M	M	M	M
Type of appointment	N	2	M	M	M	M
Type-of-civilian record code	A	1	M	M	M	M
Type of security investigation	X	1	0	0	0	0
Underutilized indi- cator code	X	1	0	0	0	0
Unit identification code (UIC)	X	6	M	M	M ²	M
Veterans preference	N	1	M	M	M	M
Work schedule	N	1	M	M	M	M
ZIP code--address	N	5	0	0	0	0

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b. Loss. An NOA code and a processing action code are required for any personnel action which results in the deletion of an employee master record, i.e., the AMC CPO has lost a serviced employee.

c. Changes. An NOA code only is required for any personnel action which results in the change of an employee master record. If not personnel action related, employee master record changes may be accomplished without an NOA code, even though the change may result in the creation, change, or deletion of a DA CIVPERSINS data bank record.

d. Type-of-civilian record D. A processing action code only is required when a type-of-civilian record D (organizational interest) employee master record is being created or deleted.

C-5. Processing action code. The processing action code is used to direct the system to create or delete (never change) an AMC PMIS master record, and to direct the system to provide input, when applicable, to create, change, or delete a DA CIVPERSINS data bank record. It is important, therefore, to select the proper processing action code which reflects the exact action to be taken. The processing action code and the actions applicable to each are as follows:

<u>Processing action code</u>	<u>AMC PMIS Master</u>			<u>DA CIVPERSINS</u>		
	<u>Create</u>	<u>Change</u>	<u>Delete</u>	<u>Create</u>	<u>Change</u>	<u>Delete</u>
A	X					
B	X			X		
D	X				X	
H			X			
K			X			X

Note. Change in appointing officer (CAO) actions and transfer actions which do not result in the creation or deletion of an AMC PMIS employee master record do not require a processing action code. The system, through examination of the type-of-civilian record code and NOA code, will logically determine the action to be taken and produce input to the DA CIVPERSINS.

C-6. Products and processes supported. The employee master record data elements which support the principal products or processes of AMC PMIS are tabulated below.

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- Notes. 1. M = An entry must be in the employee's master record file or on input card.
2. O = An entry may be in the employee's master record file or on input card, if applicable.
3. # = Not required for type-of-record code C.

DEIN	Basic personnel data	CIV- PER- SINS	SF- 50	DA Form 2515	DA Form 1052	Reten- tion register
49	Budget project account number		M#			
31	Career program code	M#				
18	Citizenship code	M				
74	City--address					
57	Civilian performance rating				M#	M#
50	Command code--personnel	M	M	M	M	M
21	Competitive area code					M
22	Competitive level code		M			M
68	Date career--conditional service began					M
72	Date EOD civil service					M
71	Date EOD present station					
33	Date entered position title					
36	Date entered present grade or level					
7	Date of birth	M	M			
59	Date of last equivalent increase			M		
58	Date of performance rating					
63	Date of security clearance				M	M
65	Date of security investigation					
66	Date probation or trial began		O			
48	Duty station location code	M	M		O	M
4	Employee name	M	M	M	M	M

Appendix C--Continued

<u>DEIN</u>	<u>Basic personnel data</u>	<u>CIV- PER- SINS</u>	<u>SF- 50</u>	<u>DA Form 2515</u>	<u>DA Form 1052</u>	<u>Reten- tion register</u>
37	Employee step or rate	M	M	M		
45	Employing office location code		M	M	M	
13	Federal Employee's Group Life Insurance		M			
55	Function designator	M#				
29	Functional classification code	M				
35	Grade or level	M	M	M	M	M
67	LWOP indicator code					
79	NOA code	M	M	M		
80	NOA code suffix		O	O		
82	NOA effective date	M	M	M		
26	Occupation series code	M	M		M	M
27	Occupation series code suffix		M		M	M
23	Occupying obligated position code		M			M
54	Organization code		M	M	M	M
39	Pay basis	M	M	M		
70	Pay period indicator code			M		
24	Pay plan	M	M	M	M	M
42	Pay rate determinant	M	M	M		
41	Pay table code		M	M		
12	Physical handicap code	M	M			M
34	Position number		M		M	M
19	Position occupied	M	M			M
30	Position tenure	M#				
69	Retired military code		O			
14	Retirement coverage		M			

Appendix C--Continued

<u>DEIN</u>	<u>Basic personnel data</u>	<u>CIV- PER- SINS</u>	<u>SF- 50</u>	<u>DA Form 2515</u>	<u>DA Form 1052</u>	<u>Reten- tion register</u>
40	Salary	M	M	M		
62	Security clearance code					
10	SCD	M	M			
11	SCD-RIF					M
5	Sex	M	M	M	M	
56	Signature block code-- DA Form 2515			M		
2	SSAN	M	M	M	M	
15	Special program identifier	M	M	M		
3	SSAN check digit		M		M	
75	State address					
73	Street address					
47	Submitting office number	M	M			
78	Suspense data date		0	0	0	0
53	TDA line number					
52	TDA paragraph number					
9	Tenure group	M	M			M
6	Title--personal		M	M	M	
20	Type of appointment	M	M			
32	Type of civilian record code	M	M	M	M	M
64	Type-of-security investigation					
61	Underutilized indicator code					
51	Unit identification code	M	M	M	M	M
8	Veterans preference	M	M			M
60	Work schedule	M	M	0		M
76	ZIP code--address					

Appendix D

SYSTEM TABLES DESCRIPTION AND MAINTENANCE

D-1. Concept. a. The US Army Materiel Command Personnel Management Information System (AMC PMIS) tables are designed to assist the local activity in maintaining its uniqueness within the overall AMC PMIS standard system. The tables are as follows:

- (1) Organization table--locally developed.
- (2) Civil service authority table--centrally developed, locally augmented.
- (3) Pay table(s)--locally developed.
- (4) SF 50 standard remarks table--centrally developed, locally augmented.
- (5) Location table--locally developed.
- (6) Position title table--locally developed.
- (7) Nature-of-action (NOA) narrative table--centrally developed, locally augmented.
- (8) Pay period table--locally developed.
- (9) Authorized signature table--locally developed.

b. AMC PMIS tables are loaded and maintained by using input formats peculiar to each table.

(1) A new table is developed by coding the new table data on the appropriate input format with a new table entry code.

(2) A complete table is changed by coding the changed table data on the appropriate input format and entering the same table entry code currently in the table, but substituting new narratives ((4) below).

(3) A single entry is added to a table by coding the new table data using the appropriate input format and a new table entry code.

(4) A single entry is changed by coding the new table data using the appropriate input format and entering the same table entry code currently in the table, but substituting a new narrative.

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(5) Deletions are accomplished by entering the table entry code and a dash on the appropriate input format in the high-order position of the data field immediately following the table entry code field. Exceptions are outlined in (6) below.

(6) The following tables can have sections, or a single record deleted as follows:

(a) Organization table.

1. To delete an organization, enter a dash in the high-order position of the organization code field (pos 12).

2. To delete a single organization entry, enter a dash in the high-order position of the organizational narrative field (pos 19).

(b) Pay tables.

1. To delete one complete table, enter a dash in the high-order position of the pay plan field (pos 6).

2. To delete an entry on a pay table, enter a dash in the high-order position of salary (1st step) field (pos 10).

(c) Pay period table. To delete one table, enter a dash in the high-order position of the 1st date (month) field (pos 6).

c. Within the overall AMC PMIS, any additions, changes, or deletions to the tables are processed prior to any other processes.

D-2. Input. a. Inputs required to process additions, changes, and deletions to the AMC PMIS tables are as described in (1) through (9) below.

(1) Organization table data (card format N50). The organization table data input card format is the means by which additions, changes, and deletions are made to the locally developed, computer-stored organization table. By entering the command code only in the table entry key, and the command name narrative, the command name is entered into the table. By entering the command code, unit identification code (UIC) in the table entry key, and the command/agency/installation/activity name narrative, the command/agency/installation/activity name is entered into the table. By entering the command code, UIC,

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and one to six organization code characters in the table entry key, and the specific organization title narrative, the organization title narrative is entered into the table. The organization table consists of a command name, a command/agency/installation/activity name, and a detailed stand-alone title narrative for each organization segment identified with the command/agency/installation/activity.

(a) Source. CPO or force development (tables of distribution and allowances (TDA) or modification table of distribution and allowances (MTDA)).

(b) Format.

1. To add or change a command/agency/installation/activity name or to delete all entries for a command/agency/installation/activity.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N50."
Command code	4-5	Enter the command code.
Unit identification code	6-11	Enter UIC; leave blank if command name narrative only is to be entered.
Organization code	12-17	To delete a complete organization, enter dash (-) in card column 12; otherwise, leave blank.
Trailer number	18	Enter "1" only.
Organization narrative	19-80	Enter command/agency/installation/activity name narrative exactly as it is to appear on personnel documents and reports.

Notes. 1. The name must not exceed 62 characters--trailer number 2 is not to be entered.

2. To delete a command name entry, enter the command code in the table entry key, a "1" in trailer number, and a dash (-) in card column 19.

Office symbol Applicable to trailer number 2 only--leave blank.

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2. To add, change, or delete an organization name narrative.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N50."
Command code	4-5	Enter the command code.
Unit identification code	6-11	Enter UIC.
Organization code	12-17	<p>Enter one- to six-digit alphanumeric code, left-justified (blank fill). Codes will be constructed as follows:</p> <ol style="list-style-type: none">1. Allowable characters are "A" through "Z" and "0" through "9."2. For each organization title (see organization narrative, below) assign a unique organization code, one to six characters in length.3. The first character will denote the first level below the command code/UIC (e.g., directorate). A <u>first</u> position entry is required. The <u>second</u> character will denote the second level below the command code/UIC (e.g., division). A combination first and second position entry is required. The <u>third</u> character will denote the third level below the command code/UIC (e.g., branch). A combination first, second, and third position entry is required. The <u>fourth</u> character will denote the fourth level (e.g., section). This and the fifth and sixth position entries are not required by the system, but may be used at local option. The <u>fifth</u> character will denote the fifth level (e.g., unit). The <u>sixth</u> character will denote the sixth level (e.g., subunit).

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<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		4. The required entries must have all unused, low-order positions blank; the optional entries may have any unused low-order positions filled with any legal character.
Trailer number	18	Enter "1" for first coding line and "2" for second coding line, even if second line is all spaces. <u>Note.</u> For trailer number 2, be sure to enter DIC command code, and organization code.
Organization narrative		Enter organization title narrative, in total, exactly as it is to appear on documents and reports. (e.g., if branch level, also include directorate and division titles, in full or abbreviated).
Trailer number 1	19-80	If narrative exceeds card column 80 of trailer number 1, continue on position 19 of trailer number 2 as if it were a continuation of trailer number 1; however, if narrative exceeds card column 30 of trailer number 2, break word or hyphenate on or before card column 30 and enter remaining portion of narrative beginning in card column 31, but not exceeding card column 71. To delete a single organization name entry, enter command code, UIC, and organization code 1 in trailer number, and dash (-) in card column 19.
Trailer number 2	19-71	
Office symbol (trailer number 2 only)	72-80	Optional. If used, enter office symbol in trailer number 2, left-justified. Do not enter in trailer number 1, even if this field is not used for the organization narrative.

(2) Civil service authority table data (card format N51).
The civil service authority table data input card format is the means by which additions, changes, and deletions are made

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to the centrally developed, locally augmented, computer-stored civil service authority table (fig D-1). By entering the authority code on the table entry key field, plus the authority narrative, the civil service authority is entered into the table. The table is used to complete item 14 of Standard Form (SF) 50 (Notification of Personnel Action).

(a) Source. CPO (FPM 296-31 or other official authorization document).

(b) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N51."
Civil service code	4-5	Enter the assigned two-character alphanumeric authority code applicable to the authority narrative. (a) For centrally developed entries, enter alphabetic code as shown in figure D-1. (b) For locally developed entries, assign and enter numeric (00 through 99) code.
Civil service authority narrative	6-53	Beginning in card column 6, enter new or changed civil service authority narrative. Spaces, decimal points, and punctuation must be entered. Continue, if necessary, in card columns 30 through 53; always break word on or prior to card column 29 and begin next word on card column 30. To delete a civil service authority narrative and code, enter the code of the narrative to be deleted in card columns 4 and 5 and enter a dash (-) in card column 6.
	54-80	Leave blank.

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(3) Pay table data (card format N52). The pay table data input card format is the means by which additions, changes, and deletions are made to be locally developed, computer-stored pay tables. By entering a locally assigned pay table code, the appropriate pay plan code, and the grade or level in the table entry key fields, plus the pay rate data for the successive steps within each grade or level, the pay data are entered into the table(s).

(a) Source. CP0 (various pay schedule authorizations).

(b) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N52."
Pay table code	4-5	Enter locally assigned two-digit numeric code (01 through 98) to reflect correct pay table. <u>Note</u> . Code "99" is reserved as input to the employee master record only to denote "no pay table applicable."
Pay plan code	6-7	Enter appropriate two-character alphabetic pay plan code.
Grade or level	8-9	Enter appropriate two-digit grade or level. If grade or level is "00," pay table code in employee master record must be "99" and pay table entry IS NOT to be made.
Salary	(10-79)	Enter salaries or pay rates applicable to the specific grade or level. All salary or pay rate entries will be coded to dollars and cents, right-justified, with decimal point assumed, and any unused high-order positions zero-filled. Unused low-order salary or pay rate fields must be left blank.
	10-16	1st step.
	17-23	2d step.

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<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
	24-30	3d step.
	31-37	4th step.
	38-44	5th step.
	45-51	6th step.
	52-58	7th step.
	59-65	8th step.
	66-72	9th step.
	73-79	10th step.
Blank	80	Leave blank.

Notes. 1. To add or change an entry or pay table, follow the above instructions (duplicating the existing pay table code, pay plan, and grade or level table entry key if the table is being changed).

2. To delete a complete pay table, enter the appropriate pay table code and insert a dash (-) in card column 6.

3. To delete a single line entry, enter the pay table code, pay plan, grade or level, and insert a dash (-) in card column 10.

(4) SF 50 standard remarks data (card format N53). The SF 50 standard remarks data input card format is the means by which additions, changes, and deletions are made to the centrally developed (fig D-2), locally augmented, computer-stored SF 50 standard remarks table. By entering the remarks code in the table entry key field, plus the remarks narrative (a maximum of 2 lines in length), the standard remarks are entered into the table. The table is used to complete items 30 and 32 of the SF 50. Provision is made to insert variable data into the standard remarks narrations--dates, numbers, words, salary, and agency code.

(a) Source. Central Systems Design Agency (CSDA) and CPO (FPM Suppl. 296-31 and DA CPR's).

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(b) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N53."
SF--remarks code	4-5	Enter assigned two-character alphabetic remarks code from figure D-2 or, for augmentations, as developed locally for the remarks narrative.
Trailer number	6	Enter trailer number 1 for first line of remarks narrative (74 characters). Enter "2" only if second line of remarks narrative is required. No more than two lines of narrative are permitted.
Remarks narrative	7-80	Enter standard remarks narrative from figure D-2 or, for augmentations, as developed locally. If remarks exceed one line (74 characters) break word or phrase on or before card column 80 and begin new word in card column 7 of the next line (be sure to enter DIC, remarks code, and trailer number 2 for the second line). Provision for insertions is entered as follows:

<u>Insert</u>	<u>Coding in narrative</u>
Date	*Dbbbbbb
Number	*Nbbbbb
Words	*Wbbbbb
Salary	*\$bbbbbb
Agency code	*A

("b" is the number of spaces to allow in addition to the insert

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<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		code and exclusive of any required spaces before or after the insert.)

Notes. 1. Codes AA, AB, AC, AD, and AE (fig D-2) are not standard remarks table entries; they are the means by which data are entered in lines A, B, and C of item 30, SF 50. Code AF is reserved for entering the date of appointment affidavit in item 31, SF 50.

2. Code CB is reserved for a locally coded and entered standard remark to show in item 32, SF 50, the name and location (not exceeding 37 characters) of the office maintaining personnel folder (if different from the employing office).

(5) Location table data (card format N54). The location table data input card format is the means by which additions, changes, and deletions are made to the locally developed, computer-stored table of employing office and duty station location codes and narratives. By entering a GSA (General Services Administration) location code, plus the city and State (or country) from the GSA publication "Geographical Location Codes" (FSN 7610-926-9078) and the ZIP code from POD Publication 65, "National ZIP Code Directory," the required location data are entered into the table.

(a) Source. CPO (GSA Publication "Geographical Location Codes," and POD Publication 65 "National ZIP Code Directory."

(b) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N54."
GSA location code	4-12	Enter appropriate GSA location code, omitting hyphens (-).
Blank	13-14	Leave blank.
City	15-34	Enter name of city or place, left-justified.

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<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
State	35-39	Enter name of State (or country), reduced to a maximum 5-character abbreviation, if necessary; left-justified.
ZIP code	40-44	Enter 5-digit ZIP code.
Blank	45-80	Leave blank.

Notes. 1. To change an entry, enter the existing location code, plus the changed and unchanged city, State, and ZIP code data.

2. To delete an entry, enter the location code of the location and insert a dash (-) in position 15.

(6) Position title table data (card format N55). The position title table data input card format is the means by which additions, changes, and deletions are made to the locally developed, computer-stored table of position title codes and narratives. By entering an occupation series code and within each occupation series an occupation series code suffix, plus the full and abbreviated position title narratives, the required position title data are entered into the table. Position title table entries are required for employees serviced, and for employees of organizational interest serviced by another CP0.

(a) Source. CP0 (DA Form 374, Job Description).

(b) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N55."
Occupation series code	4-8	Enter occupation series code, right-justified, and with unused high-order positions zero-filled. For occupation series code 1301, point breakout, omit the decimal point; for mixed wage grade position insert the "X" in the high-order position.

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<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Occupation series code suffix	9-10	For each different position title within an occupation series, enter a locally assigned 2-character suffix (01-99, AA-ZZ).
Position title	11-59	Enter full position title narrative, card columns 11 through 46, left-justified. If narrative extends beyond card column 46, break word and hyphenate on or prior to card column 46 and continue on card column 47 through 59.
Abbreviated position title	60-80	Enter abbreviated position title, using standard abbreviations when ever possible.

- Notes.
1. To change an entry, enter the existing occupation series code and suffix, plus the changed position title narratives (full and abbreviated).
 2. To delete an entry, enter the occupation series code and suffix of the position title, and insert a dash (-) in card column 11.

(7) NOA narrative table data (card format NOA). The NOA narrative table data input card format is the means by which additions, changes, and deletions are made to the centrally developed (fig D-3), locally augmented, computer-stored standard NOA narrative table. By entering an NOA code and, if necessary, an NOA code suffix (to differentiate between different NOA narratives for the same NOA code) plus the NOA narrative, the standard NOA narrative is entered into the table. The table is used to complete item 12 of SF 50. Provision is made to insert variable date and agency code data into NOA narratives.

(a) Source. CPO (FPM Suppl. 296-31, DA CIVPERSONS, AMC PMIS).

Appendix D--Continued

(b) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N56."
Nature-of-action code	4-6	Enter three-digit, numeric NOA code from figure D-3 or, for augmentation, as developed and assigned locally for the unused 900 series.
Nature-of-action code suffix	7	Enter one-character, alphabetic suffix code from figure D-3, or for augmentation, as developed and assigned locally. (<u>Note.</u> Suffix codes are used only when two or more narratives are associated with the same NOA code.) Suffix codes 1 and 2 are reserved, as follows: 1--NOA narrative, item 12 of SF 50, will be left blank. 2--SF 50 will not be printed, but all other system processes will be accomplished.
Blank	8-9	Leave blank.
Nature-of-action narrative	10-61	Enter standard NOA narrative from figure D-3 or, for augmentation, as developed locally. If the narrative exceeds card column 28, break word or hyphenate on or before card column 28, and continue on card column 29. Provision for insertions of date or agency code is entered as follows:

<u>Insert</u>	<u>Coding in narrative</u>
Date	*Dbbbbbb
Agency code	*A

Appendix D--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		("b" is the number of spaces to allow in addition to the insert code, exclusive of spaces before and after the date.)
Blank	62-80	Leave blank.

(8) Pay period table data (card format N57). The pay period table data input card format is the means by which additions, changes, and deletions are made to the locally developed, computer-stored table(s) of pay period beginning dates. By entering a pay period indicator code appropriate to each pay period group represented by employees serviced by the CI (e.g., single or split pay periods, beginning Sunday AM or Monday AM), plus the beginning dates of from 36 to 52 future pay periods, the required pay period beginning date data are entered into the table. The table is structured to relate a pay period indicator code entered in the employee master record with an appropriate effective date for automated personnel actions (e.g., within-grade increase).

(a) Source. CP0.

(b) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N57."
Pay period indicator code	4	Enter locally assigned, one-digit alphanumeric code (1-9, A-Z) appropriate to the pay period beginning data group.
Trailer number	5	Enter the appropriate trailer number (1-5), beginning with trailer number 1 for each pay period indicator code.
Beginning dates of future pay	6-77	Enter beginning dates for a minimum of 36 and a maximum of 52 future pay periods; use six-digits in month, day, and year sequence; and precede any single-digit month,

Appendix D--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		day, or year with a zero. Leave blank any unused right-most date fields.

Notes. 1. A single line or portion of a pay period table cannot be changed. An entire 36 to 52 pay period beginning date data array must be submitted. All of the existing date data are deleted and replaced by the newly submitted data.

2. To delete a single entire table (i.e., all entries for a pay period indicator code), enter the appropriate pay period indicator code, and insert a dash (-) in card column 6.

(9) Authorized signature table data (card format N58).
The authorized signature table input card format is the means by which additions, changes, and deletions are made to the locally developed, computer-stored table of the name and title of persons authorized to authenticate official personnel documents. By entering a locally assigned signature block code, plus the name and title, the name and title of persons with signatory authority is entered into the table. The table is structured to relate a signature block code in the employee master record, or individually submitted with an appropriate name and title to be printed in the signature (authentication) block of personnel action documents.

(a) Source. CPO.

(b) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N58."
Signature block code	4	Enter locally assigned, one-digit numeric code (1-9) referenced to the signature block name and title (below).
Name of authorized person	5-34	Enter the name of the person authorized to sign personnel documents, left-justified.

Appendix D--Continued

(1) Format. See figure D-5.

(2) Disposition. The portion of the tables listing affected by additions, changes, and deletions may be retained or destroyed at local option upon receipt of an updated table listing.

Appendix D--Continued

AMC PMIS CSC (Civil Service Commission) authority table entries

<u>Code</u>	<u>CSC authority</u>	<u>Related NOA's</u>
AA	CS Register	100, 101, 108, 110, 117, 500, 508, 510, 517, 520
AB	CSC Rec Auth Direct Hire	100, 101, 110, 117, 500, 510, 520
AC	Reg 316.302(b)	108, 113, 508, 523
AD	Reg 316.302(c)	108, 508
AE	Reg 316.201	112, 113, 522, 523
AF	Reg 316.201 Spec Rec Auth	112, 522
AG	Reg 316.402(a)	113, 118, 214, 518, 523, 614
AH	Reg 316.402(a) Outside Register	113, 118, 518, 523
AI	Reg 316.402(b)(1)	115, 119, 515, 519
AJ	Reg 316.402(b)(2)	115, 119, 515, 519
AK	Reg 316.402(b)(3)	115, 119, 515, 519
AL	Reg 316.402(b)(4)	115, 515
AM	Reg 316.402(b)(5)	115, 119, 515, 519
AN	Reg 316.701	115, 122, 532
AO	Summer Roster	117, 517
AP	5 USC 3104	100, 115, 501, 515
AQ	Reg 315.401	115, 140, 141, 515, 540, 541
AR	Reg 315.401 CS Register	140, 141, 540, 541
AS	Reg 301.202	120, 121, 124, 530, 531, 534
AT	Reg 301.203	120, 121, 124, 530, 531, 534

Figure D-1. Civil service authority table.

Appendix D--Continued

<u>Code</u>	<u>CSC authority</u>	<u>Related NOA's</u>
AU	Reg 316.601	122, 532
AV	CSC Rule 3.2	122, 532
AW	Reg 315.604	122, 532, 540, 541
AX	Reg 316.501	123
AY	5 USC 3304(c)	130, 140, 540
AZ	EO 111171	130, 131, 540, 541
BA	Reg 315.501	130, 131
BB	Reg 315.501 CS Register	130, 131
BC	Reg 315.601	140, 141, 540, 541
BD	Reg 315.603(a)(1)	140, 141, 540, 541
BE	Reg 315.603(a)(2)	140, 141, 540, 541
BF	EO 10826	140, 141, 540, 541
BG	EO 9712	140, 141, 540, 541
BH	Reg 330.201	140, 141, 540, 541
BI	Part 353, CSC Reg	160, 161
BJ	5 USC 3551	160, 181
BK	Reg 352.204	161
BL	Reg 352.310	161
BM	Reg 352.507	161, 561
BN	Sec 652(d), FA ACT	161, 561
BO	CSC Rule 8.3	170, 171, 172, 173, 550, 552, 553, 651, 702, 715, 721
BP	Reg 307.106	176, 702, 721
BQ	Reg 307.103	176, 576

Figure D-1--Continued

Appendix D--Continued

<u>Code</u>	<u>CSC authority</u>	<u>Related NOA's</u>
BR	5 USC 7532	365, 830
BS	EO 11202	501, 511
BT	Reg 315.701	501, 511
BU	Reg 315.701(c)	501
BV	Reg 315.702	501, 511
BW	Reg 315.703	501, 511
BX	Reg 315.703(a)	501
BY	Reg 315.703(b)	501, 511
BZ	Reg 305.510(c)	501
CA	Reg 315.202	602
CB	Reg 335.102	702, 713, 715, 721
CC	Reg 335.102 CS Register	702, 715, 721
CD	Reg 305.505	702, 713, 715, 721
CE	Reg 351.603	712, 720
CF	Reg 316.702	891
CH	Reg 316.402(b)(7)	115, 515
CJ	Sch A 213.3102(v)	171, 571
CK	Sch A 213.3102(w)	171, 571

Figure D-1--Continued

Appendix D--Continued

Standard Form 50 Standard Remarks Table.

*D = Date (8 digits)	*\$ = \$99,999.99 (10 digits)
*N = Numeric (8 digits)	*A = Agency code (2 digits)
*W = Narrative (8 digits)	ZZ = Remark code repeater for multiple remark insertions

a. Accessions.

<u>Code</u>	<u>Explanation</u>
AA	When coded, "X" and submitted date will be entered in block 30A.
AB	When coded, "X" and the word "completed" will be entered in block 30A.
AC	When coded, "X" and submitted date of service counting toward career tenure will be entered in block 30B.
AD	When coded, "X" and submitted date on which employee met requirements for career tenure will be entered. This remark will not be submitted without an AC remark.
AE	When coded, "X" will be entered in block 30C.
AF	When coded, submitted date of appointment affidavit will be entered in block 31.
AG	In accordance with 5 USC 3323(b), you may be separated at the will of the appointing officer.
AH	Intermittent employment totaled *N days in a pay status.
AI	Intermittent employment totaled *N days in a pay status from *D to *D.
AJ	Special Government employee.
AK	On nonpay status in *A.
AL	On part-time employment in *A.
AM	On intermittent employment in *A.

Figure D-2. SF 50 standard remarks table.

Appendix D--Continued

<u>Code</u>	<u>Explanation</u>
BG	Pay rate fixed to include rate increase due on the same date.
BH	Employee acquired competitive status upon appointment.
BI	Employee acquired competitive status upon conversion.
BJ	Employee meets all requirements for conversion under the cited authority.
BK	You will be in Group II for RIF purposes as long as you are in this position and the former incumbent has reemployment rights.
BL	Total work under this appointment must not exceed 700 hours.
BN	Employee does not acquire a competitive status under this appointment.
BO	Will complete 90-day qualifying period for leave purposes on *D.
BP	SF 85 (Data for Nonsensitive or Noncritical Sensitive Position) not submitted as previous investigation is still valid.
BQ	SF 86 (Security Investigation Data for Sensitive Position) not submitted as previous investigation is still valid.
BR	Oversea returnee--career program.
BS	Oversea returnee--reemployment rights.
BT	Oversea returnee--personal application.
BU	Action cleared DOD stopper list *D.
BV	Action cleared DOD PPC number *N.
BW	DA civilian career referral number *N.
BX	Command civilian career referral number *N.
BY	Occupancy of this position limited to return of former incumbent approximately *D.

Figure D-2--Continued

Appendix D--Continued

<u>Code</u>	<u>Explanation</u>
BZ	Occupancy of this position is limited to the re- turn of a previous incumbent having reemployment rights under 10 USC 1586.
CA	Exercised reemployment rights under Reg 352.204.
CB	When coded, the 37-character name and location of the office maintaining personnel folder will be entered in block 32.
CC	Advanced in-hiring rate authorized because of special qualifications in accordance with CPR 500, chapter 532.5-4d.
CD	Eligible for non-foreign differential.
CE	Ineligible for non-foreign differential.
CF	Work under this appointment is limited to this activity.
CG	Subject to possible displacement by career or career-conditional employee.
CH	Reemployment rights granted under 10 USC 1586 for a period of *N months.
CI	Requisition *N.
CJ	Work schedule *W.
CK	Pay rate determinant *W.
CL	Special program identifier *W.
CM	Retired Military *W.

b. Changes.

<u>Code</u>	<u>Explanation</u>
AH	Intermittent employment totaled *N days in a pay status.
AI	Intermittent employment totaled *N days in a pay status from *D to *D.

Figure D-2--Continued

Appendix D--Continued

<u>Code</u>	<u>Explanation</u>
AT	Elected not to enroll for health benefits.
AU	Canceled health benefits.
DA	At employee's request.
DB	Result of position survey.
DC	Change in classification standards.
DE	From temporary promotion.
DF	Successor position--employee retained in the competitive service.
BK	You will be in Group II for RIF purposes as long as you are in this position and the former incumbent has reemployment rights.
DH	Removes indefinite limitations placed on original action.
DI	Satisfactory performance rating--salary retained; otherwise, pay would be *\$; WGI rate *\$ would accrue *D.
DJ	Expiration of salary retention period.
BE	Previously employed at *W*W (enter pay plan, grade, rate).
BF	Pay rate is subject to retroactive upward adjustment upon verification of prior service.
BG	Pay rate shown was fixed to include rate increase due on the same date.
BB	Pay rate authorized under Reg 531.305--supervisors wage system employees paid *\$. pa.
BC	Special rate under 5 USC 5303.
DK	Nonpay time totaled *N workdays.
DL	Paid under Ch 81, 5 USC from *D through *D.
DM	This action taken in lieu of canceled separations.

Figure D-2--Continued

Appendix D--Continued

<u>Code</u>	<u>Explanation</u>
DN	Position review, change in classification series definition.
DO	Position review, change in classification standard
DQ	Merit promotion announcement number *N.
DR	Exception to merit promotion program.
DS	Exception to DA civilian career program.
DT	Exception to command civilian career program.
DU	Exception to local civilian career program.
DV	DA civilian career referral number *N.
DW	Command civilian career referral number *N.
DX	Local civilian career referral number *N.
BU	Action cleared DOD stopper list *N.
BV	Action cleared DOD PPC number *N.
EA	Exception to DOD priority referral system law, paragraph 2 of DSCPER letter, 7 Apr 65, subject: DOD stability of employment program.
EB	Name change due to marriage.
EC	Name change due to divorce.
ED	Name change due to court order.
EF	Immediate suspension is deemed necessary and advisable in the interest of national security, pending adjudication of your case under AR 690-1.
c. <u>Separations.</u>	

<u>Code</u>	<u>Explanation</u>
	Nonpay time not recorded on SF 50 totals *N
	ent employment totaled *N days in pay

Appendix D-2--Continued

Appendix D--Continued

<u>Code</u>	<u>Explanation</u>
FB	Intermittent employment totaled *N days in a work status.
AI	Intermittent employment totaled *N days in a pay status from *D to *D.
FC	Entitled to *\$ severance pay fund to be paid at rate of *\$ per week over *N weeks beginning *D.
FD	Severance pay to be recomputed by *A.
FE	Severance pay payments to be resumed by *A.
FF	Not entitled to severance pay.
FG	Refused extension of appointment RIF notice dated *D; displacement notice *D; position abolished.
FH	Retirement effected due to having met age and service requirements.
FI	Employee gave no reason for resigning; no other information available.
FJ	No other work available.
FK	RIF notice issued to employee.
FL	When coded, employee address from master record will be printed. (<u>Note</u> . Do not code for separation actions.)
FM	SF 8 (Notice to Federal Employee about Unemployment Compensation) issued to employee *D.
FN	Resigned while action pending to separate for security reasons under 5 USC 7532.
FO	Serving under *W appointment. No reemployment rights.
FP	Lump-sum payment for annual leave is being made.
FQ	Lump-sum payment for annual leave is not being made.

Figure D-2--Continued

Appendix D--Continued

Explanation

No annual leave to credit.

Serving under *W appointment. Upon honorable release from active military duty and upon compliance with the other conditions prescribed for the exercise of reemployment rights, you will be entitled to reemployment as provided by law and/or regulation in effect at the time of receipt of your application.

Reason--To remain at home.

Reason--To return to school.

Reason--Ill health.

Reason--Maternity.

Reason--Husband is being transferred.

Reason--To join husband.

Reason--Entering active military duty.

Reason--Moving out of city.

Reason--To be married.

Reason--To accept position with private industry.

Reason--To accept position with other Federal agency.

Reason--To accept position with non-Federal Government agency.

Reason--Working conditions.

Reason--Transportation difficulties.

Reason--Dissatisfied with supervision.

Reason--Unable to work shift assigned or offered.

Reason--Dissatisfied with work assignment.

Reason--Personal.

Figure D-2--Continued

Appendix D--Continued

<u>Code</u>	<u>Explanation</u>
QV	Reason--Employee gave no reason. No other information available.
QW	Reason--Not enough pay/higher salary.
QX	Reason--Not enough promotional opportunities.
QY	Reason--Lack of job security.
QZ	Reason--Discrimination because of *W.
RE	Optional (discontinued service).
RD	Optional (minimum age and service).
RC	Optional (position abolished).
RB	Optional (trial retirement).
RA	Mandatory.
RF	Disability.
RS	5USC 8336(D)(2), CSC Auth. 73-1.
SA	Reason--Excessive absence without leave (AWOL).
SB	Reason--Reporting for duty intoxicated.
SC	Reason--Failure to pay debts.
SD	Reason--Violation of administrative regulations where safety of Government property was endangered.
SE	Reason--Violation of security regulations.
SF	Reason--Theft of Government property.
SG	Reason--Attempted theft of Government property.
SH	Reason--Insubordination.
SJ	Reason--Fraud.
SK	Reason--Misconduct off duty.
SL	Reason--Violation of procurement regulations.

Figure D-2--Continued

Appendix D--Continued

<u>Code</u>	<u>Explanation</u>
SM	Reason--Sleeping on duty.
SN	Reason--Inefficiency.
SP	Reason--Disability.
TA	Reason--Failure to perform official duties.
TB	Reason--No other work available.
TC	Reason--Refused extension of appointment.
TD	Reason--No other job offered.
TE	Reason--RIF.
TF	Reason--Position abolished.
TG	Reason--Abandoned position.

d. Corrections and cancellations.

<u>Code</u>	<u>Explanation</u>
GA	Corrects date of separation from *D to avoid a break in service when employee transferred to *A.
GB	Corrects date of separation from *D to avoid a break in service when employee accepted appointment in *A.
GC	Retroactive change to intermediate grade as result of appeal to commission.
GD	Retroactive change to intermediate grade as result of appeal to agency.
GE	Retroactive change to intermediate grade as result of agency corrective action.
GF	Retroactive restoration after appeal to agency.
GG	Retroactive restoration by corrective action of agency.
GH	Retroactive restoration to former grade based upon classification decision after appeal from downgrading.

Appendix D--Continued

<u>Code</u>	<u>Explanation</u>
GI	Retroactive restoration to former grade based upon classification decision after appeal to CSC from downgrading.
GJ	Retroactive restoration as recommended by the commission.
GK	Cancels erroneous retirement separation.
GL	Entitled to back pay under 5 USC 5598.
GM	Entitled to back pay under 5 USC 5596--active duty begins *D.

Figure D-2--Continued

Appendix D--Continued

AMC PMIS NOA narrative table.a. CSC NOA codes.

<u>CSC NOA codes</u>	<u>NOA code suffix</u>	<u>Designation</u>
001		CANCELLATION
002		CORRECTION
003		AMENDMENT
100		CAREER APPT
101		CAREER-COND APPT
107		EMERGENCY-INDEFINITE APPT
108		TERM APPT NTE *D
110		TEMP APPT NTE *D
110	J	TEMP APPT NTE *D - REMPL ANN
112		TEMP APPT - PER
113		TEMP APPT NTE *D
113	J	TEMP APPT NTE *D - REMPL ANN
115		TEMP APPT NTE *D
115	J	TEMP APPT NTE *D - REMPL ANN
117		TEMP APPT NTE *D
118		TEMP APPT NTE *D
119		TEMP APPT NTE *D
120		OVERSEA LTD APPT
121		OVERSEA LTD APPT NTE *D
122		APPT (SPECIAL TENURE)
123		INDEFINITE APPT
124		OVERSEA LTD TERM APPT NTE *D
128		LIMITED EXEC ASSIGN
128	F	LIMITED EXEC ASSIGN - INDEF
130	M	TRANSFER-CAREER
130		CAREER APPT
131	M	TRANSFER CAREER - COND
131		CAREER-COND APPT
132		MASS TRANSFER
140		CAREER APPT
140	N	REINS - CAREER
141	N	REINS CAREER - COND
141		CAREER - COND APPT
		REEMPLOYMENT - MIL
		REEMPLOYMENT
		EXC APPT
		EXC APPT NTE *D
		EXC APPT INDEFINITE
		EXC APPT - CONDITIONAL
		VETERANS READJ APPT

Figure D-3. NOA narrative table.

Appendix D--Continued

<u>CSC NOA</u> <u>codes</u>	<u>NOA code</u> <u>suffix</u>	<u>Designation</u>
214		TEMP APPT - 1 MONTH
280		RTD - RIF
292		RTD
300		RETIREMENT - MANDATORY
301		RETIREMENT - DISABILITY
302		RETIREMENT
302	K	RETIREMENT - VOLUNTARY
302	H	RETIREMENT - RIF
302	B	RETIREMENT - DECL RELOC *
302	T	RETIREMENT - POSITION ABOLISHED
303		RETIREMENT - VOLUNTARY - MAJOR RIF
310		RESIGNATION
311		RESIGNATION - APPT IN *A
313		RESIGNATION - MIL
313	P	RESIGNATION - MIL - NO RETURN FROM FURLOUGH
314		RESIGNATION - DECL RELOC *
315		RESIGNATION - DECL ASSIGN *
316		RESIGNATION - RIF
317		RESIGNATION
317	T	RESIGNATION - POSITION ABOLISHED
317	L	RESIGNATION - RIF SITUATION
317	A	RESIGNATION - DISPLACEMENT
320		SEPARATION - TRANSFER
321		SEPARATION - APPT IN *A
323		SEPARATION - MIL
323	P	SEPARATION - MIL - NO RETURN FROM FURLOUGH
324		SEPARATION - DECL RELOC *
325		SEPARATION - DECL ASSIGN *
326		SEPARATION - DISABILITY
327	Q	SEPARATION - DISQUALIFICATION
327		SEPARATION
328		TERMINATION - DURING PROBATION
328	S	TERMINATION - DURING TRIAL PERIOD
329		TERMINATION - DURING PROBATION
329	S	TERMINATION - DURING TRIAL PERIOD
330		REMOVAL
331		SEPARATION - ABANDONED POSITION
332		SEPARATION - MASS TRANSFER
340		REDUCTION IN FORCE
345		SEPARATION - INEFFICIENCY
346		TERMINATION
350		DEATH
351		TERMINATION - DISPLACEMENT

Figure D-3--Continued

Appendix D--Continued

<u>CSC NOA</u> <u>codes</u>	<u>NOA code</u> <u>suffix</u>	<u>Designation</u>
352	B	TERMINATION - DECL RELOC *
352	C	TERMINATION - DECL ASSIGN *
352	U	TERMINATION - DISABILITY
352	W	TERMINATION - LACK OF WORK
352	X	TERMINATION - LACK OF FUNDS
352	Y	TERMINATION - EXP OF APPT
352		TERMINATION
355		TERMINATION
355	Z	TERMINATION - INEFFICIENCY
365		SUSPENSION NTE *D
460		LWOP NTE *D
470		FURLOUGH - RIF NTE *D
472		FURLOUGH NTE *D
500		CONV TO CAREER APPT
500	D	CONV TO CAREER APPT AND CAO
501		CONV TO CAREER APPT
501	D	CONV TO CAREER APPT AND CAO
507	D	CONV TO EMERGENCY-INDEFINITE APPT
508		CONV TO TERM APPT NTE *D
508	D	CONV TO TERM APPT NTE *D CAO
510		CONV TO CAREER-COND APPT
510	D	CONV TO CAREER-COND APPT AND CAO
511		CONV TO CAREER-COND APPT
511	D	CONV TO CAREER-COND APPT AND CAO
515		CONV TO CAREER-COND APPT AND CAO
515	D	CONV TO TEMP APPT NTE *D
517		CONV TO TEMP APPT NTE *D AND CAO
517	D	CONV TO TEMP APPT NTE *D
518		CONV TO TEMP APPT NTE *D AND CAO
518	D	CONV TO TEMP APPT NTE *D
519		CONV TO TEMP APPT NTE *D AND CAO
519	D	CONV TO TEMP APPT NTE *D
520		CONV TO TEMP APPT NTE *D AND CAO
520	D	CONV TO TEMP APPT NTE *D
522		CONV TO TEMP APPT NTE *D AND CAO
522	D	CONV TO TEMP APPT PER
523		CONV TO TEMP APPT PER AND CAO
523	D	CONV TO TEMP APPT NTE *D
528		CONV TO TEMP APPT NTE *D AND CAO
528	D	LIMITED EXEC ASSIGN BY CONV
531		LIMITED EXEC ASSIGN BY CONV AND CAO
531	D	CONV TO OVERSEA LTD APPT NTE *D
532		CONV TO OVERSEA LTD APPT NTE *D AND CAO
532	D	CONV TO APPT (SPECIAL TENURE)
532		CONV TO APPT (SPECIAL TENURE) AND CAO

Figure D-3--Continued

Appendix D--Continued

<u>CSC NOA codes</u>	<u>NOA code suffix</u>	<u>Designation</u>
534		CONV TO OVERSEA LTD TERM APPT NTE *D
534	D	CONV TO OVERSEA LTD TERM APPT NTE *D AND CAO
540		CONV TO REINS CAREER
540	D	CONV TO REINS CAREER AND CAO
541		CONV TO REINS-CAREER-COND
541	D	CONV TO REINS-CAREER-COND AND CAO
550		CONV TO EXC APPT
550	D	CONV TO EXC APPT AND CAO
552		CONV TO EXC APPT - INDEFINITE
552	D	CONV TO EXC APPT - INDEFINITE AND CAO
553		CONV TO EXC APPT - CONDITIONAL
553	D	CONV TO EXC APPT - CONDITIONAL AND CAO
561		CONV TO REEMPLOYMENT
561	D	CONV TO REEMPLOYMENT AND CAO
576		CONV TO VETERANS READJ APPT
576	D	CONV TO VETERANS READJ APPT AND CAO
602		CONV TO CAREER TENURE
614		CONV TO TEMP APPT - 1 MONTH
614	D	CONV TO TEMP APPT - 1 MONTH AND CAO
651		CONV TO EXC APPT NTE *D
651	D	CONV TO EXC APPT NTE *D AND CAO
702		PROMOTION
702	D	PROMOTION AND CAO
702	E	PROMOTION - TEMPORARY
702	F	PROMOTION - INDEFINITE
702	G	PROMOTION - PERMANENT
712		CHG TO LOWER GRADE - RIF
712	D	CHG TO LOWER GRADE - RIF AND CAO
713		CHG TO LOWER GRADE
715		CHG TO LOWER GRADE
715	D	CHG TO LOWER GRADE AND CAO
720		REASSIGNMENT - RIF
720	D	REASSIGNMENT - RIF AND CAO
721		REASSIGNMENT
721	D	REASSIGNMENT AND CAO
721	E	REASSIGNMENT - TEMPORARY
721	G	REASSIGNMENT - PERMANENT
721	F	REASSIGNMENT - INDEFINITE
760		EXT OF TEMP APPT NTE *D
760	V	EXT OF TERM APPT NTE *D
761		EXT OF EXC APPT NTE *D
769		EXT OF TEMP PROMOTION
780		NAME CHG FROM
790		MASS CHG
792		CHG IN DUTY STATION
794		CHG IN AGENCY CODE

Figure D-3--Continued

Appendix D--Continued

<u>CSC NOA codes</u>	<u>NOA code suffix</u>	<u>Designation</u>
820		CHG IN OCCUPATION CODE
830		SUSPENSION NTE *D
852		RTD
870		CONTINUANCE
880		CHG IN TENURE GROUP
881		FEGLI CHG
882		CHG IN SCD
883		CHG IN VP
885		CHG IN FUNC CLASS
886		CHG IN PAY RT DET
891		RETENTION IN STATUS QUO
898		PAY SYSTEM CHG

b. AMC PMIS NOA codes.

<u>AMC PMIS NOA codes</u>	<u>NOA code suffix</u>	<u>Designation</u>
903		CHG WITHIN ORGANIZATION
904		CHG IN BUDG PROJ ACCT NO
907		CHG IN TITLE
908		CHG IN JOB NUMBER
909		CHG IN ORGANIZATION NAME

c. DA CIVPERSINS NOA codes.

<u>DA CIVPERSINS NOA codes</u>	<u>NOA code suffix</u>	<u>Designation</u>
911		SOCIAL SECURITY ACCOUNT NUMBER
912		SEX
913		DATE OF BIRTH
914		CITIZENSHIP
916		PHYSICAL HANDICAP
917		TIME BASIS OF EMPLOYMENT (DO NOT USE CSC CODE "894" TO CORRECT OR UPDATE THIS DATA ELEMENT FOR CIVPERSINS)
918		POSITION TENURE
919		PAY PLAN
921		GRADE OR LEVEL
922		STEP OR RATE
923		SALARY
924		PAY BASIS
926		COMMAND

Figure D-3--Continued

Appendix D--Continued

<u>DA CIVPERSINS NOA codes</u>	<u>NOA code suffix</u>	<u>Designation</u>
927		UNIT IDENTIFICATION CODE
928		FUNCTION DESIGNATOR
929		CAREER PROGRAM CODE
930.		TYPE OF APPOINTMENT
931		SUBMITTING OFFICE NUMBER
932		INTERMITTENT WHO WORKED ONE OR MORE DAYS IN A SINGLE MONTH
935		TRANSFER OUT - CAO

Note. Unless SF 50 is desired, NOA code suffix 2 will be entered with all DA CIVPERSINS NOA codes to suppress SF 50.

Figure D-3--Continued

AN ASTERISK WILL APPEAR UNDER EACH CHARACTER OF THE BEGINNING OF EACH FIELD FOUND TO BE IN ERROR.

Figure D-4. AMC PMIS table error listing.

D-39

Figure D-5. AMC PMIS table listings.

LOCALLY AUGMENTED AND LOADED WITH DATE TO RELATE CIVIL SERVICE OR LEGAL AUTHORITY CODES TO NARRATIVE STATEMENTS.

[illegible]

SECRET

[illegible][illegible]

D-43

0
9
8
7
6
5
4
3
2
1
0
-1
-2
-3
-4
-5

Figure D-5--Continued

THE
FEDERAL
BUREAU
OF
INVESTIGATION
OF
THE
DEPARTMENT
OF
JUSTICE
IS
NOT
RESPONSIBLE
FOR
THE
CONTENTS
OR
OPINIONS
EXPRESSED
HEREIN

REMARKS:

SECRET

Figure D-5--Continued

D-47

Figure D-5--Continued

Appendix E

PREPARATION OF STANDARD FORM 50, INCLUDING EMPLOYEE MASTER RECORD UPDATE AND INPUTS TO DA CIVPERSINS

E-1. Purpose. This appendix describes the US Army Materiel Command Personnel Management Information System (AMC PMIS) method and procedures for producing Standard Form (SF) 50 (Notification of Personnel Action), and input to the Department of the Army Civilian Personnel Information System (DA CIVPERSINS) resulting from personnel actions.

E-2. Concept. The SF 50 production system.

a. The process is initiated through the preparation of employee personnel action request inputs (formats N01-N04), plus employee data inputs (formats N10-N17) as prescribed for the various categories of personnel actions (para E-5-E-24). The input is keypunched and subjected to edit and validation checks, including checks for the presence of minimum required data elements. If any of the data submitted are invalid or if any required data elements are omitted, the action is rejected and an error listing is produced.

b. The employee master file is updated with data submitted and with related logically developed data peculiar to the personnel action. In addition, the employee master record is automatically updated on a continuing basis under any of the following conditions or situations:

(1) Nature-of-action (NOA) code and effective date submitted are entered in NOA code and effective date.

(2) Effective date is entered in date of last equivalent increases if grade or level is changed upward with no change in pay plan.

(3) Effective date is entered in date entered position title if occupational series code or suffix is changed.

(4) Effective date is entered in date entered present grade or level if pay plan or grade or level is changed.

(5) Civilian performance rating of "O" or "U" is changed to "S" when pay plan, occupational series code, occupational series code suffix, grade or level, or position number is changed; date of performance rating is not changed.

(6) Effective date is entered in date entered on duty present station if duty station location code is changed.

Appendix E--Continued

(7) If suspense code N (DA Form 2515 (Payroll Change Slip), within grade increase prepared) is present and suspense date is not later than effective date, the master record is updated with the new within grade increase data, and suspense code N and date are deleted prior to posting the change data.

(8) If suspense code N is present and the suspense date is later than the effective date, the suspense code N and date are deleted if the pay plan or grade are changed.

c. Using existing master record data and submitted data, and interrogating the PMIS table, (organization, civil service authority, pay, remarks, location, position title, NOA, and authorized signature), the SF 50 of form and content peculiar to the personnel action is produced. If any DA CIVPERSINS data elements or records are affected, DA CIVPERSINS punched card input is produced in the prescribed format and content and a listing is produced.

d. The SF 50 and DA CIVPERSINS input and listing are reviewed for technical content and accuracy prior to authentication and distribution.

E-3. Input. The following input formats are identified with the SF 50 preparation process. Additional data input general purpose formats (see app B) required for the various categories of personnel actions are as specified in paragraphs E-5 through E-24.

a. Employee NOA request (card format N01). The employee NOA request input card format must be prepared in whole or in part for each personnel action as specified in paragraphs E-5 through E-24. It provides transitory and system control data to cause the employee master record to be created, changed, or deleted to produce the SF 50, as required, and to produce the correct form and content of input to the DA CIVPERSINS.

(1) Source. CPO (Civilian Personnel Office) (essentially from SF 52 (Request for Personnel Action)).

(2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N01."

Appendix E--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Social security account number (SSAN)	4-12	Enter employee's SSAN omitting hyphens. If employee has no number, enter a "9" as the first digit, followed by the four-digit submitting office number (SON). In the remaining four digits, enter a locally assigned number maintained in an SSAN log.
SSAN check digit code	13	For accession actions, leave blank; for all other actions, enter the one-digit code as shown on the SSAN or alphabetic listings.
Nature-of-action code	14-16	<p>Enter appropriate three-digit code from NOA table listing (NOA codes not listed will cause rejection of the personnel action). If the NOA narrative as shown on the table listing contains an asterisk (*), additional items must be entered, as follows:</p> <p>(a) If symbol is "*D," enter not-to-exceed (NTE) data in card columns 25 through 30.</p> <p>(b) If symbol is "*A," enter two-character agency code from table 2, chapter V-11, FPM Suppl. 296-31, in card columns 50 and 51.</p> <p>(c) If symbol is "*, " prepare SF 50 nonstandard remarks narrative (format N04) entering an asterisk and the appropriate city and State. Note. The need for adding RETO, RETM, INT, and PT to the NOA narrative will be automatically determined through interrogation of the data elements;</p>

Appendix E--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		retired military code and time basis of employment code, in conjunction with the NOA code submitted.
Nature-of-action suffix code	17	Enter appropriate NOA suffix, if shown, from NOA table listing. In addition, enter one of the following codes, if appropriate: 1--Suppresses NOA narrative. 2--Suppresses SF 50 printing.
Processing action code (PAC)	18	For all actions which result in the creation or deletion of an AMC PMIS employee master record, enter one of the following codes: A--Create PMIS employee master record. B--Create PMIS employee master record and create DA CIVPERSINS record. D--Create PMIS employee master record and change DA CIVPERSINS record H--Delete PMIS employee master record. K--Delete PMIS employee master record and delete DA CIVPERSINS record.
NOA effective date	19-24	Enter effective date of action using six digits in month, day, and year sequence. Precede any single-digit month, day, or year with a zero.
NOA not-to-exceed date	25-30	For those NOA's requiring an NTE date, enter appropriate six digits in month, day, and year sequence; otherwise, leave blank.

Appendix E--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Secondary NOA code	31-33	If not applicable, leave blank; otherwise, enter appropriate three-digit code. 001--Cancellation. 002--Correction. 003--Amendment.
For agency use	34-43	For local use as desired (any entry here will appear in item 2 of the SF 50).
DA CIVPERSINS suffix code	44-45	Enter in response to DA CIVPERSINS error card and/or in conjunction with cancellation or correction action. A1--Correct accesssion. C1--Correct change to command, unit identification code (UIC), duty station, or SON. S1--Correct status change--no command, UIC, duty station, or SON movement. AZ--Cancel accession. CZ--Cancel change to command, UIC, duty station, or SON. LZ--Cancel loss action. SZ--Cancel status change--no command, UIC, duty station, or SON movement. CC--Correction of error detected locally of change to command, UIC, duty station, or SON. SS--Correction of error detected locally of status change--no command, UIC, duty station, or SON movement.
Civil service authority code	46-47	Enter appropriate two-character code from the civil service authority table listing. If no authority is required, leave

Appendix E--Continued

<u>Data element</u>	<u>' Code columns</u>	<u>Instructions</u>
		blank. For nonstandard authority, leave blank, but enter appropriate authority narrative on SF 50 nonstandard authority narrative (input format N02).
Separation/ accession agency code	50-51	For gains or losses by transfer from or to agencies outside the Department of the Army or if required by the NOA narrative (*A), enter two-character, alphabetic agency code from table 2, chapter V-11, FPM Suppl. 296-31.
Signature block code	52	If left blank, the first entry shown on the authorized signature table listing will be printed in item 34 of the SF 50; otherwise, enter appropriate one-digit, numeric code from authorized signature table listing. If no signature is to be printed, enter dash (-).
Date of authentication (SF 50)	53-58	If left blank, the effective date less 4 days will be printed in item 34 of the SF 50; otherwise, enter date desired in six-digit month, day, and year sequence.
Gaining SON-- change in appointing officer (CAO)	59-62	Enter SON of the gaining civilian personnel activity in connection with CAO actions. If SON is entered, NOA code (cc 14-16) must be "935."
Blank	63-79	Leave blank.
Process sequence code	80	(a) Leave blank or enter "1" for first order of processing. If more than one action is to be processed during the same computer cycle for the same

Appendix E--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		SSAN, enter "2" in all input formats applicable to the second order of processing; enter "3" for the next order of processing, etc.
		(b) If the computer detects an error or omission in any input, all inputs for the same SSAN, regardless of the order of processing, will be rejected.
		(c) Card column 80 is reserved on all personnel request and data inputs for processing sequence.

b. SF 50 nonstandard authority narrative (card format NØ2). The SF 50 nonstandard authority narrative input card format must always be accompanied with an employee NOA request card (format NØ1) on which the civil service authority code is blank. It provides a means by which an authority not shown on the civil service authority table listing may be entered and printed in item 14 of the SF 50. If a personnel action requires an authority citation and neither the code (format NØ1) nor the narrative (format NØ2) is prepared, item 14 of the SF 50 will be left blank and the authority citation must be manually entered. If no authority citation is required, neither the code nor the narrative is to be prepared.

(1) Source. CPO (essentially from SF 52).

(2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "NØ2."
Social security account number	4-12	See a(2) above for input format NØ1.
SSAN check digit code	13	See a(2) above for input format NØ1.

Appendix E--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Nonstandard civil service or other authority narrative	(14-61)	
1st line	14-37	Enter appropriate authority narrative.
2d line	38-61	If more than one line is required, end word or phrase (or hyphenate) on or before card column 37 and begin 2d narrative line in card column 38.
Blank	62-79	Leave blank.
Processing sequence code	80	Enter same digit as entered on format N01.

c. SF 50 standard remarks (card format N03). The SF 50 standard remarks input card format must always be accompanied with an employee NOA request card (format N01). It provides a means by which a remark or combination of remarks shown on the SF 50 standard remarks table listing, along with unique insertion data, may be entered in item 30 of the SF 50. It also is the means by which entries, as required, are made in items 31 and 32 of the SF 50. If no standard remark is required, SF 50 nonstandard remarks narrative (format N04) may be prepared. If both standard and nonstandard remarks are required, both formats will be prepared, but the combined number of lines in item 30 of the SF 50 must not exceed 11.

(1) Source. CPO (essentially from the SF 52).

(2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document iden- tifier code	1-3	Enter "N03."

Appendix E--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Social security account number	4-12	See a(2) above for input format N01.
SSAN check digit code	13	See a(2) above for input format N01.
SF 50 remarks fields	14-73	<p>a. Enter appropriate two-character code from the SF 50 standard remarks table listing. If more than one insert (see b below) is required for the same remark, enter "ZZ" in the second and third remark code fields.</p> <p>b. If not required, leave blank; otherwise, enter standard remarks data inserts as follows:</p> <p>(1) If symbol is "*D" enter numerical date in month, day, and year sequence, left-justified.</p> <p>(2) If symbol is "*N," enter number, not exceeding eight digits, right-justified (do not zero-fill blank high-order positions).</p> <p>(3) If symbol is "*W," enter not more than any eight characters (including spaces), left-justified.</p> <p>(4) If symbol is "*\$," enter salary or rate in dollars and cents, omitting the dollar sign, comma, and decimal point, right-justified. Leave the high-order position blank, but zero-fill any remaining unused high-order positions.</p> <p>(5) If symbol is "*A," enter two-character agency code from table 2, chapter V-11, FPM Suppl. 296-31, left-justified.</p>

Appendix E--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		c. A maximum of six standard remark entries (including insertions) can be made for any given personnel action.
Blank	74-79	Leave blank.
Processing sequence code	80	Enter same digit as entered on format N01.

d. SF 50 nonstandard remarks narrative (card format N04).
The SF 50 nonstandard remarks narrative card input format must always be accompanied with at least an employee NOA request card (format N01). It provides a means by which a remark not shown on the SF 50 standard remarks table listing may be entered and printed in item 30 of the SF 50. If both standard (format N03) and nonstandard remarks are required, both card formats will be prepared, but the combined number of lines of printing in item 30 of the SF 50 must not exceed 11.

(1) Source. CPO (essentially from the SF 52).

(2) Format.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N04."
Social security account number	4-12	See a(2) above for input format N01.
SSAN check digit code	13	See a(2) above for input format N01.
SF 50 non-standard remarks	14-75	Enter nonstandard remarks narration. Always break word or phrase on or prior to card column 75 and begin next word in card column 14 of the following line. Do not exceed 11 line entries for combined standard and nonstandard remarks.

Appendix E--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Blank	76-77	Leave blank.
Trailer number	78	For each line entry, enter trailer number beginning with 1, even when standard and non-standard remarks are combined (standard remarks are always printed first, followed by non-standard remarks).
Blank	79	Leave blank.
Processing sequence code	80	Enter same digit as entered on format NØ1.

E-4. Outputs. The outputs of the SF 50 preparation system are a Notification of Personnel Action (SF 50), and for Department of the Army serviced employees, input to DA CIVPERSINS (cards 1 and 2, card 4, or card 5) as generally described in a and b below, but varying according to the type of personnel action, as more specifically described in paragraphs E-5 through E-24.

a. Notification of personnel action.

(1) Description. The SF 50 is the official documentation of an employee's status and assignment, and changes thereto (except payroll changes recorded on DA Form 2515). Using submitted, system-generated, and prior and updated employee master record basic personnel data, and interrogating PMIS tables for appropriate narratives, the SF 50 is produced as follows (unless NOA code suffix 2--suppress SF 50--is submitted):

(a) Unnumbered--For agency use. Enter SSAN check digit in right-most position.

(b) Item 1--Name. Enter employee name. Title of address is entered as per personal title code.

(c) Item 2--For agency use. Enter submitted data, if any, from input card format NØ1.

(d) Item 3--Birth date. Enter date of birth.

(e) Item 4--Social security number. Enter SSAN.

Appendix E--Continued

(f) Item 5--Veteran preference. Enter veteran preference.

(g) Item 6--Tenure group. Convert and enter tenure group code as follows:

<u>If code is</u>	<u>Code entered</u>
1 or 2	1
3 or 4	2
5 or 6	3
0	0

(h) Item 7--Service computation date (SCD). Enter SCD.

(i) Item 8--Handicap code. Enter handicap code.

(j) Item 9--FEGLI. Enter Federal Employee's Group Life Insurance (FEGLI) code.

(k) Item 10--Retirement. Enter retirement coverage code.

(l) Item 11--For Civil Service Commission (CSC) use. Leave blank.

(m) Item 12--Nature of action. Enter submitted NOA code, and derive NOA narrative as follows:

1. Using NOA code (and suffix), obtain root narrative from NOA narrative table.

2. If root narrative from table ends in *D, add submitted NTE date (input card format N01).

3. If root narrative from table ends in *A, add submitted separation/accession agency code (input card format N01).

4. If NOA code is "100" through "115," "121" through "141," "161" through "176," "280" through "292," "500" through "515," or "520" through "576," and retired military code is "1," "2," "3," or "4," add RETO to root narrative; and if "5," add RETM.

5. If time basis of employment code is "2," add PT; if "3," add INT.

Appendix E--Continued

6. If secondary NOA code (input card format N01) is "001," "002," or "003," enter cancellation, correction or amendment, respectively, preceding the root narrative.

7. If NOA suffix code is "1," leave NOA narrative field blank.

(n) Item 13--Effective date. Enter submitted NOA effective date (input card format N01).

(o) Item 14--Civil service or other legal authority. Enter civil service or other legal authority as follows:

1. If civil service authority code is submitted (input card format N01), obtain civil service authority narrative from table and enter.

2. If civil service authority narrative is submitted (input card format N01), enter civil service authority narrative as submitted.

3. If neither of the above is submitted, leave civil service authority blank (except NOA code 602).

Note. For items 15 through 19 below, the prior to update employee master record data are used to make the entries. For accession type actions, and for change type actions where there is no difference between all of the entries for items 15 through 19 ((From) data) and items 20 through 24 ((To) data), items 15 through 19 are left blank.

(p) Item 15--Position title and number. Using occupation series code and occupation series code suffix, obtain full position title from position title table and enter. Enter position number.

(q) Item 16--Pay plan and occupation code. Make the following entries:

1. Enter pay plan.

2. Enter occupation series. If series is "13011" through "13019," insert decimal point between the two right-most digits.

3. If functional classification code is "00," leave blank; otherwise, enter functional classification code.

Appendix E--Continued

(r) Item 17--Grade or level. Enter grade or level.
Item 17--Step or rate. Enter step or rate.

(s) Item 18--Salary. Make the following entries:

1. Enter pay basis.
2. Enter salary.
3. If pay rate determinant is "1," "2," "3," or "4," enter "S/R" below salary.
4. If pay rate determinant is "1," enter NTE and suspense code B (expiration of retained rate) date below "S/R."

(t) Item 19--Name and location of employing office. Make the following entries:

1. Using command code and UIC, obtain command/installation/activity name from the organization table and enter.
2. Using command code, UIC, and organization code, obtain organization narrative from the organization table and enter.
3. Using employing office location code, obtain location narrative and ZIP code from the location table and enter.
4. If NOA code (and suffix) is "130M," "131M," or "132," enter separation (accession agency code (if submitted, input card format N01)); otherwise, item 24 will be left blank.

(u) Unnumbered space between items 19 and 20. Enter the letters "CLC" (competitive level code) and code in the right-hand side.

Note. For items 20 through 24 ((To) data) below, the updated employee master record data are used to make the entries. For loss type actions (including nonpay status actions), entries for items 20 through 24 are normally left blank.

(v) Item 20--Position title and number. Using occupation series code and occupation series code suffix, obtain full position title from the position title table and enter. Enter position number.

(w) Item 21--Pay plan and occupation code. Make the following entries:

Appendix E--Continued

1. Enter pay plan.
2. Enter occupation series. If series is "13011" through "13019," insert decimal point between the two right-most digits.
3. If functional classification code is "00," leave blank; otherwise, enter functional classification code.
 - (x) Item 22--Grade or level. Enter grade or level.
Item 22--Step or rate. Enter step or rate.
 - (y) Item 23--Salary. Make the following entries:
 1. Enter pay basis.
 2. Enter salary.
 3. If pay rate determinant is "1," "2," "3," or "4," enter "S/R."
 4. If pay rate determinant is "1," enter NTE and suspense code B (expiration of salary retention) date.
 - (z) Item 24--Name and location of employing office. Make the following entries:
 1. Using command code and UIC, obtain command/installation/activity name from organization table and enter.
 2. Using command code, UIC, and organization code, obtain organization narrative from the organization table and enter.
 3. Using employing office location code, obtain location narrative and ZIP code from the location table and enter.
 4. If NOA code is "311," "320," "321," or "332," enter separation/accession agency code (if submitted, input card format N01); otherwise, item 24 will be left blank.
- (aa) Unnumbered space between items 24 and 25. Enter the letters "CLC" and code in right-hand side.
- (ab) Item 25--Duty station. Using duty station location code, obtain location narrative from location table and enter.
- (ac) Item 26--Location code. Enter duty station location code.

Appendix E--Continued

(ad) Item 27--Appropriation. Enter budget project account (BPA) number.

(ae) Item 28--Position occupied. Enter position occupied code.

(af) Item 29--Apportioned position. Leave blank.

(ag) Item 30--Remarks. Make the following entries:

1. Automatic (system generated) remarks.

a. If pay plan first character is "W" (except "WM"), compute night shift differential rates and enter remarks immediately following item 30C.

b. In addition, for various NOA's (para E-5-E-24) specific personnel action-oriented automatic remarks are entered.

2. Standard remarks (input card format N03).

a. If code AA and date are submitted, enter an "X" in block of item 30A and date in date field.

b. If code AB is submitted, enter an "X" in block of item 30A, and "COMP" in date field.

c. If code AC and date are submitted, enter an "X" in block of item 30B and date in date field.

d. If code AD and date are submitted (this code must always be accompanied by remarks code AC and date) enter a dash and date following code AC date.

e. If code AE is submitted, enter an "X" in block of item 30C.

f. If code FL is submitted, enter employee address.

g. If codes other than above, "AF," or "CB" are submitted, using submitted remarks code and insert data, obtain remarks narrative from the standard remarks table, add insert data, and enter remarks. Code ZZ following a standard remarks code and insert is used to indicate and provide insert data when more than one insertion must be made. (See para E-8 for automatic entry of employee address when a loss action occurs.)

3. Nonstandard remarks narratives (input card format N04).
Enter remarks narratives as submitted.

Appendix E--Continued

Note. Excluding items 30A, B, and C and CPDF entries, a maximum of 11 lines of remarks narrative (automatic, standard, or nonstandard) may be submitted.

(ah) Item 31--Date of appointment affidavit. If remarks code AF and date are submitted (input card format N03), enter date.

(ai) Item 32--Office maintaining personnel folder. If remarks code CB is submitted (input card format N03), obtain name of office maintaining personnel folder from the standard remarks table and enter.

(aj) Item 33--Employing department or agency code. Enter "00."

(ak) Item 34--Signature and title. Make the following entries:

1. If signature block code is blank (input card format N01), obtain the name and position title of the person first listed from the authorized signature table and enter.
2. If signature block code is dash (-) (input card format N01), leave blank.
3. If signature block code is submitted, obtain name and title of person corresponding to the code from table and enter.

(al) Item 35--Date. Make the following entries:

1. If authentication date (input card format N01) is blank, enter date 4 days prior to effective date.
2. If authentication date is dash (-) (input card format N01), leave blank.
3. If authentication date is submitted (input card format N01), enter submitted date.

(am) Unnumbered, but to right of item 35. Enter submitting office number.

(2) Format. Format of SF 50 is shown in figure E-1.

(3) Output audit instructions. Compare entries with SF 52 data, and assure compliance with FPM Suppl 296-31. Manually enter any omitted authority, remarks, etc.

Appendix E--Continued

(4) Distribution. After authentication, SF 50 is distributed in accordance with FPM Suppl 296-31 and authorized local procedures.

b. DA CIVPERSINS input cards 1, 2, 4, and 5. The DA CIVPERSINS input cards are the official vehicles to transmit DA CIVPERSINS data to the Department of the Army, for serviced DA employees (type of civilian record code A or B). Using submitted, system generated, and updated employee master record basic personnel data, the DA CIVPERSINS input cards are produced as follows:

(1) DA CIVPERSINS input cards 1 and 2 are produced whenever a DA CIVPERSINS record at the Department of the Army level is created (processing action code B or C) as follows:

Card 1

<u>Data element</u>	<u>Card columns</u>	<u>Entry</u>
Card number	1	Enter "1."
Social security account number	2-10	Enter SSAN.
Employee name	11-37	Enter employee name with last name spaces, hyphens, and apostrophes deleted.
NOA code	38-40	Enter NOA code.
CIVPERSINS suffix code	41-42	Enter system-generated code AA if not submitted (input card format NØ1).
Effective date	43-48	Enter effective date.
Sex	49	Enter sex code.
Date of birth	50-55	Enter date of birth
Citizenship code	56	Enter citizenship code.
Veterans preference	57	Enter veterans preference code.

Appendix E--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Entry</u>										
Employee tenure	58	Convert tenure code and enter as follows:										
		<table><tr><th><u>Tenure code</u></th><th><u>Enter</u></th></tr><tr><td>1-2</td><td>1</td></tr><tr><td>3-4</td><td>2</td></tr><tr><td>5-6</td><td>3</td></tr><tr><td>0</td><td>0</td></tr></table>	<u>Tenure code</u>	<u>Enter</u>	1-2	1	3-4	2	5-6	3	0	0
<u>Tenure code</u>	<u>Enter</u>											
1-2	1											
3-4	2											
5-6	3											
0	0											
Service computation date	59-64	Enter SCD.										
Physical handi- cap code	65-66	Enter physical handicap code.										
Time basis of employment code	67	Enter time basis of employment code.										
Position tenure	68	Enter position tenure code.										
Pay plan	69-70	Enter pay plan code.										
Occupation series	71-74	Enter occupation series code, reduced to four digits.										
Functional classification code	75-76	Enter functional classification code.										
Blank	77-80	Leave blank.										

Card 2

<u>Data element</u>	<u>Card columns</u>	<u>Entry</u>
Card number	1	Enter "2."
Social secu- rity account number	2-10	Enter SSAN.

Appendix E--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Entry</u>
Last name	11-15	Enter employee's last name, reduced to five positions, system-generated.
Grade or level	16-17	Enter grade or level.
Step or rate	18-19	Enter step or rate.
Salary	20-24	Enter salary, reduced to five positions, system-generated.
Pay basis	25-26	Enter pay basis.
Pay rate determinant	27	Enter pay rate determinant.
Command code	28-29	Enter command code.
Unit identi- fication code	30-35	Enter UIC.
GSA location code	36-44	Enter duty station location code.
Function designator	45	Enter function designator code.
Position occupied	46	Enter position occupied code.
Type of appointment	47-48	Enter type of appointment code.
Career pro- gram code	49-50	Enter career program code.
Submitting office number	51-54	Enter SON.
Blank	55-80	Leave blank.

(2) DA CIVPERSINS input card 4 is required to be produced whenever two or more data elements of the DA CIVPERSINS record are being changed (processing action code blank or D, input card format N01), as follows:

Appendix E--Continued

Card 4

<u>Data element</u>	<u>Card columns</u>	<u>Entry</u>										
Card number	.1	Enter "4."										
Social security account number	2-10	Enter SSAN.										
Last name	11-15	Enter employee's last name, reduced to five positions, system-generated.										
NOA code	16-18	Enter NOA code.										
CIVPERSINS suffix code	19-20	If not submitted (input card format N01), enter CPS suffix code, system-generated, as follows: If process action code is "D," enter code CC. If command code, UIC, SON, or location code change, enter code CC. If other data elements thereon change, enter code SS.										
Effective date	21-26	Enter effective date.										
Employee tenure	27	If changed, convert and enter employee tenure code, as follows: <table><tr><th><u>Tenure code</u></th><th><u>Enter</u></th></tr><tr><td>1-2</td><td>1</td></tr><tr><td>3-4</td><td>2</td></tr><tr><td>5-6</td><td>3</td></tr><tr><td>0</td><td>0</td></tr></table>	<u>Tenure code</u>	<u>Enter</u>	1-2	1	3-4	2	5-6	3	0	0
<u>Tenure code</u>	<u>Enter</u>											
1-2	1											
3-4	2											
5-6	3											
0	0											
Time basis of employment	28	If changed, enter time basis of employment code.										

Appendix E--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Entry</u>
Position tenure	29	If changed, enter position tenure code.
Pay plan	30-31	If changed, enter pay plan code.
Occupation series	32-35	If changed, enter occupation series code, reduced to four digits.
Functional classification code	36-37	If changed, enter functional classification code.
Grade or level	38-39	If changed, enter grade or level.
Step or rate	40-41	If changed, enter step or rate.
Salary	42-46	If changed, enter salary, reduced to five positions, system-generated.
Pay basis	47-48	If changed, enter pay basis.
Pay rate determinant	49	If changed, enter pay rate determinant.
Command code	50-51	If changed (or if UIC, SON, or location code change), enter command code.
Unit identification code	52-57	If changed (or if command code, SON, or location code change), enter UIC.
GSA location code	58-66	If changed (or if command code, UIC, or SON change), enter duty station location code.
Function designator	67	If changed, enter function designator code.
Position occupied	68	If changed, enter position occupied code.

Appendix E--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Entry</u>
Type of appointment	69-70	If changed, enter type of appointment code.
Career program code	71-72	If changed, enter career program code.
Submitting office number	73-76	Enter SON.
Blank	77-80	Leave blank.

(3) DA CIVPERSINS input card 5 is produced when a single data element of the DA CIVPERSINS record is changed, when an employee enters or returns from an extended non-pay status, and when there is a DA loss (processing action code K, input card format NØ1), as follows:

Card 5

<u>Data element</u>	<u>Card columns</u>	<u>Entry</u>
Card number	1	Enter "5."
Social security account number	2-10	Enter SSAN.
Last name	11-15	Enter employee's last name, reduced to five positions, system-generated.
NOA code	16-17	Enter NOA code appropriate to the data element being changed, system-generated; however, for loss, and for nonpay status and return to duty actions, enter submitted NOA code (input card format NØ1).
CIVPERSINS suffix code	18-19	If not submitted (input card format NØ1), enter CPS suffix code, system-generated, as follows:

Appendix E--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Entry</u>
		If processing action code is "K," enter code LL. If NOA code is "365," "460," or "470," enter code LL; if "280" or "292," enter code AA; if "935," enter code MM. If not one of the preceding, enter code SS.
Effective date	21-26	Enter submitted effective date (input card format N01); if not submitted, enter current date.
Submitting office number	27-30	Enter SON.
Data element changed	31-80	Enter changed data, for data element corresponding to NOA code. If NOA code is "280," "292," "365," "460," or "470," or if processing action code is "K," leave blank.

(4) Format. Formats of DA CIVPERSINS input cards 1, 2, 4, and 5 are as shown in appendix M.

(5) Due date. DA CIVPERSINS input is due on the 16th and last day of each month.

(6) Output audit instructions. Compare with SF 52 and assure compliance with DA CIVPERSINS instructions.

(7) Distribution. Transmit to Department of the Army, using AUTODIN (automatic digital network); otherwise, by mail.

E-5. Accession actions. a. Concept.

(1) Within the AMC PMIS, an accession is any action which results in the creation of an employee master record. This would apply to the following types of personnel actions:

Appointment NOA codes 100 through 176 and 214.

Reinstatement

Reemployment

Transfer

Appendix E--Continued

It would also apply to CAO type actions when there is a gain to an AMC PMIS servicing civilian personnel office:

Conversion and CAO	NOA codes 500D through 651D.
Promotion and CAO	NOA code 702D.
Reassignment and CAO	NOA code 720D and 721D.
Change to lower grade and CAO	NOA codes 712D and 715D.

(2) Minimum required input to accomplish an accession action is completed and submitted as prescribed in c below, and validated. The employee master record is created with the submitted data and, if not submitted, the following automatic entries are made:

Note. If the automatic entry does not reflect the correct data, the correct data must be submitted.

(a) Check digit is computed and entered in SSAN check digit.

(b) Effective date is entered in:

Service computation date.

Service computation date--RIF (reduction in force).

Date entered position title.

Date entered present grade or level.

Date of performance rating.

Date of last equivalent step increase.

Date entered on duty present station.

Date entered on duty civil service.

(c) Code S is entered in performance rating.

(d) If pay plan is "YV" or "YW," a constant "03506" is entered in occupation series code.

(e) For NOA codes 100 through 176 or 500D through 651D: If remarks code AA and date are submitted and date probation or trial began is not submitted, remarks date is entered in

Appendix E--Continued.

date probation or trial began; if neither are submitted, date probation or trial began is left blank.

(f) For NOA code 101, 131, 141, 510D, 511D, or 541D: If remarks code AC and date are submitted and date career-conditional service is not submitted, remarks date is entered in date career-conditional service began; if neither have been submitted, effective date is entered in date career-conditional service began, and suspense code R (due date for conversion) and effective date, plus 3 years, are entered in suspense field.

(g) For NOA codes 100 through 176 or 500D through 615D: If NTE date is submitted, suspense code C (expiration of appointment) and NTE date are entered in suspense field.

(3) An SF 50 is produced (unless suppressed) using submitted and automatically generated employee master record data, and entering tables to obtain appropriate narratives. DA CIVPERSINS input cards 1 and 2, or 4, as appropriate, are produced, using submitted and automatically generated employee master record data.

b. Input. The minimum data elements of the input formats cited must be completed and submitted to satisfy the requirements of the accession action. The employee personnel action request (N01) and basic personnel data (N10 through N16) input card formats are required. The SF 50 nonstandard authority narrative (N02), SF 50 standard remarks (N03), and SF 50 nonstandard remarks narrative (N04) input card formats are used only if necessary. Basic personnel data beyond the minimum required may be submitted, with submitted data overriding automatically generated data.

(1) Source. CPO (SF 52, SF 171 (Personal Qualifications Statement), and DA Form 2302 (Qualification Record--Civilian Personnel)).

(2) Format. The following data elements of the specified input card formats will be completed following instructions and using codes specified in paragraph E-4 and appendix B.

(a) Employee personnel action request (format N01).

Social security account number.

SSAN check digit--leave blank on all input card formats.

Appendix E--Continued

NOA code--leave blank if type of civilian record code is "D" (input card format N11).

NOA code suffix--optional. Enter, if required, from NOA narrative table listing.

Processing action code--must be as follows:

<u>If processing action code is</u>	<u>Type of civilian record code must be</u>
A	C or D
B, D	A or B

NOA effective date.

NTE date--enter if NOA narrative ends with *D.

CS authority code--optional. Enter as appropriate.

Separation/accession agency code--enter losing agency code if NOA code (and suffix) is "130M," "131M," or "132."

Date of authentication.

(b) Employee nonstandard authority narrative card (format N02)--optional.

(c) SF 50 standard remarks card (format N03)--optional; however, for NOA codes 100 through 176 and 214 (except 130M, 131M, or 132), enter code AF and date of appointment affidavit if other than effective date.

(d) SF 50 nonstandard remarks narrative card (format N04)--optional.

(e) Employee identification data card (format N10).

Social security account number.

Employee name.

Sex.

Personal title.

Date of birth.

Appendix E--Continued

Veterans preference.

Tenure group.

Service computation date.

Service computation date--RIF (do not include credit for outstanding performance appraisal).

Physical handicap code.

FEGLI code.

Retirement code.

Special program identifier.

(f) Employee position data (format N11).

Social security account number.

Citizenship code.

Position occupied code.

Type-of-appointment code.

Competitive area code.

Competitive level code.

Occupying obligated position code.

Pay plan.

Occupation series code.

Occupation series code suffix.

Functional classification code.

Position tenure.

Career program code.

Type-of-civilian record code--check with tabulation in (a) above.

Position number--may be left blank for type-of-civilian record code D.

Appendix E--Continued

(g) Employee occupation data (format N12).

Social security account number.

Grade or level.

Step or rate.

Basis of pay.

Salary.

Pay table code--leave blank for type-of-civilian record code D.

Pay rate determinant.

Education code.

(h) Employee location data (format N13).

Social security account number.

Employing office location code.

Agency code--may be left blank for type-of-civilian record code C.

Submitting office number.

Duty station location code.

Budget project account number--may be left blank for type-of-civilian record code C.

Command code.

Unit identification code.

Organization code.

Function designator--leave blank for type-of-civilian record code C.

Signature block code, DA Form 2515--leave blank for type-of-civilian record code D.

Appendix E--Continued

(i) Employee status and dates data card (format N14).

Social security account number.

Civilian performance rating--leave blank for type-of-civilian record code C, unless rating code is "S," "O," or "U."

Time basis of employment.

Pay period indicator code.

(j) Employee address data card (format N15)--optional.
Complete if required locally.

(k) Employee suspense data card (format N16). Set suspense codes and dates appropriate to the circumstances. Suspense codes and dates automatically set as in a above need to be entered. DO NOT preset suspense code N (within grade rate increase--DA Form 2515 prepared) or code T (DA Form 1052 prepared).

c. Outputs. The outputs of the accession action are an SF 50; for DA serviced employees, DA CIVPERSINS input cards 1 and 2 or 4, as generally described in paragraphs E-4b and c, and more specifically, as follows:

(1) Notification of personnel actions. Using submitted input and system generated employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items except 15 through 19 completed. For NOA code (and suffix) 130M, 131M, or 132, agency code (if submitted) is entered in item 19. For NOA codes 100 through 176 and 214 (except 130M, 131M, or 132), if standard remarks code AF has not been submitted, effective date is entered in item 31; otherwise, submitted remarks code AF date is entered.

(2) DA CIVPERSINS input, cards 1, 2, or 4. Using submitted input and system-generated employee master record basic data, the DA CIVPERSINS input cards 1, 2, or 4 are produced. If the submitted processing action code is "B" (gain to the Department of the Army), complete cards 1 and 2 are produced; if the processing action code is "D" (movement within the Department of the Army), complete card 4 is produced.

Appendix E--Continued

E-6. Return-to-duty actions. a. Concept.

(1) A return to duty is any action which results in the employee being placed in a pay status following a period of nonpay status. This would apply to the following types of personnel actions.

Return to duty--RIF NOA code 280.

Return to duty NOA code 292, 852.

Note. Return to duty--MIL, NOA code 181, is not authorized for use in DA and, therefore, is not supported by AMC PMIS.

(2) Minimum required input to accomplish a return-to-duty action is submitted as prescribed in b below. The submitted data are validated, and the employee master record is automatically updated as follows:

LWOP (leave without pay) indicator code is changed to blank (except NOA code 852).

Suspense code E and date are deleted (except NOA code 852).

NOA code and effective date are entered.

(3) An SF 50 is produced (unless NOA suffix code is 2) using submitted and employee master record data, and entering tables to obtain the appropriate narratives. DA CIVPERSINS input card 5 is produced (except NOA code 852) using submitted NOA code and effective date and accessing the employee master record for basic identification data.

b. Input. The minimum data elements of the input format cited must be submitted to satisfy the requirements of the return-to-duty action. Data changes to the employee master record are accomplished automatically, and only an employee personnel action request (N01) input card format is required--the SF 50 nonstandard authority narrative (N02), SF 50 standard remarks (N03), and SF 50 nonstandard remarks narrative (N04) input card formats are used only if necessary. Employee basic data (N10 through N16) input card formats need not be prepared.

(1) Source. CP0 (SF 52, Suspense data list C).

Appendix E--Continued

(2) Format. The following data elements of the specified input card format will be completed following instructions and using codes specified in paragraph E-4 and appendix B. Employee personnel action request (format N01):

Employee personnel action request (format N01).

Social security account number.

SSAN check digit.

NOA code--Enter code 280, 292, or 852, as appropriate.

NOA effective date.

c. Outputs. The outputs of the return-to-duty action are an SF 50 and a DA CIVPERSINS card 5, as generally describe in paragraphs E-4b and c, and more specifically as follows:

(1) Notification of personnel action. Using input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items, except 15 through 19, being completed.

(2) DA CIVPERSINS input, card 5. Using input and employee master record data, the DA CIVPERSINS card 5 is produced centering, in addition to basic identity data, submitted NOA code effective date, and suffix code AA.

E-7. Nonpay status actions. a. Concept.

(1) A nonpay status action is any action which results in the employee being placed in a nonpay status while still being retained on the employee rolls. This would apply to the following types of personnel actions:

Suspension	NOA code 365, or 830.
Leave without pay	NOA code 460.
Furlough--RIF	NOA code 470.
Furlough	NOA code 472.

Note. Furlough--MIL, NOA code 371, and furlough, NOA code 840, are not authorized for use in DA and, therefore, are not supported by AMC PMIS.

Appendix E--Continued

(2) Minimum required input to accomplish a nonpay status action is to be completed and submitted as prescribed in b below, the submitted data are validated, and the employee master file is automatically updated as follows:

LWOP indicator code is changed to 1 (except NOA code 830).

Suspense code E and submitted NTE date are entered in suspense field (except NOA code 830).

NOA code and effective date are entered.

(3) An SF 50 is produced (unless NOA suffix code is "2") using submitted and employee master record data, and entering tables to obtain appropriate narratives. DA CIVPERSINS card 5 is produced (except NOA code 830) using submitted NOA code and effective date and accessing the employee master record for basic identification data.

b. Input. The minimum data elements of the input card format cited must be completed and submitted to satisfy the requirements of the nonpay status action. Data changes to the employee master record are accomplished automatically, and only an employee personnel action request (NØ1) input card format is required--the SF 50 nonstandard authority narrative (NØ2), SF 50 standard remarks (NØ3), and SF 50 nonstandard remarks narrative (NØ4) input card formats are used only if necessary. Employee basic data (N1Ø through N16) input card formats need not be prepared.

(1) Source. CPO (SF 52).

(2) Format. The following data elements of the specified input card format will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

Employee personnel action request (format NØ1).

NOA code--Enter code 365, 460, 470, 472, or 830, as appropriate.

NOA effective date.

NOA NTE date.

c. Outputs. The outputs of the nonpay status action are an SF 50 and a DA CIVPERSINS card 5, as generally described in paragraphs E-4b and c, and more specifically as follows:

Appendix E--Continued

(1) Notification of personnel action. Using input and employee master record data, and interrogatory tables for appropriate narratives, the SF 50 is produced with all items, except 20 through 24, being completed.

(2) DA CIVPERSINS input, card 5. Using input and employee master record data, the DA CIVPERSINS card 5 is produced (except for NOA code 830) entering, in addition to basic identification data, submitted NOA code and effective date, and suffix code LL.

E-8. Separation and loss actions. a. Concept. A separation or loss action is any action which results in the deletion of an AMC PMIS employee master record. This would apply to the following types of personnel actions:

Retirement	NOA codes 300 through 331.
Resignation	
Separation	
Termination	
Removal	
Reduction in force	
Death	

This would also apply to a CAO action when there is a loss of an employee and the deletion of an AMC PMIS employee master record (NOA code 935). Minimum required input to accomplish a separation or loss action is submitted as prescribed in b below, and the submitted data are validated. An SF 50 is produced if NOA code is "300" through "355" or "935," using submitted and master record data, and entering tables to obtain the appropriate narratives. Through the processing action code submitted, the employee master record is made nonaccessible on or after the effective date and entered in the separated employee file, and input is produced (card 5) to delete the DA CIVPERSINS record. The record is physically deleted 2 months after the effective date.

b. Input. The minimum data elements of the input format cited must be completed and submitted to satisfy the requirements of the separation or loss action. Data elements to be entered in the employee master record prior to its deletion

Appendix E--Continued

and entering in the separated employee file are the NOA code and effective date (if submitted), and only an employee personnel action request (N01) input card format is required. The SF 50 nonstandard authority narrative (N02), the SF 50 standard remarks (N03), and the SF 50 nonstandard remarks narrative (N04) input card formats are used only if necessary. Any basic data (N10 through N16) input card formats prepared to change any data elements must have a processing sequence code lower than the processing sequence code of the separation or loss action.

(1) Source. CPO (SF 52).

(2) Format. The following data elements of the specified input card format will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

(a) Employee personnel action request (format N01).

Social security account number.

SSAN check digit.

NOA code--Enter NOA code 300 through 355, or 935, as appropriate.

NOA code suffix--Enter from NOA table listing, if required.

Processing action code--Enter code "H" or "K," as appropriate.

NOA effective date.

Civil service or authority code--optional.
Enter as appropriate.

Separation/accession agency code--Enter if NOA code is "311" or "321"; otherwise, leave blank.

Date of authentication--Enter appropriate date.

Gaining SON-CAO--Enter SON of gaining CPO if CAO (out) type action.

(b) Employee nonstandard authority narrative (format N02). Complete, if required. If completed, civil service or authority code, input card format N01, must be blank.

Appendix E--Continued

(c) SF 50 standard remarks (format N03). Complete if required.

(d) SF 50 nonstandard remarks (format N04). Enter "*" followed by city and State (or activity name) if NOA code is "302B," "314," "315," "324," "325," "352B," or "352C"; otherwise, complete if required.

c. Outputs. The outputs of the separation and loss actions are an SF 50 and for DA serviced employees, a DA CIVPERSINS input card 5 as generally described in paragraphs E-4a and b, and more specifically, as follows:

Note. For CAO (out) type actions, the SF 50 or DA CIVPERSINS input are not produced--this is accomplished by the gaining DA activity.

(1) Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items except 19 through 24 completed. However, if NOA code is "311," "320," or "321," submitted (N01 input card format) separation/accession agency code is entered in item 24. Except for NOA codes 350 and 935, an "X" is entered in item 30C if separation is during probation; and except for NOA codes 350 and 935, forwarding address from the employee master record (unless blank) is entered in item 30. No SF 50 is produced if NOA code is blank.

(2) DA CIVPERSINS input, card 5. Using submitted input and employee master record data, the DA CIVPERSINS input card 5 is produced only if processing action code is "K." The submitted NOA code, effective date, and system-generated suffix code LL are entered (MM if CAO (out) action).

E-9. Conversion to limited appointment actions. a. Concept.

(1) A conversion to limited appointment is any action which results in the employee being appointed, through conversion to a type of appointment having a definite terminal date or which does not confer tenure status. This would apply to the following types of personnel actions:

Conversion to term
appointment NTE

NOA code 508.

Conversion to temporary
appointment NTE

NOA code 515, 517, 518,
519, 520, 523.

Appendix E--Continued

Conversion to temporary appointment--PER	NOA code 522.
Limited executive assignment by conversion	NOA code 528.
Conversion to overseas limited appointment NTE	NOA code 531.
Conversion to appointment (special tenure)	NOA code 532.
Conversion to overseas limited term appointment NTE	NOA code 534.
Conversion to excepted appointment--indefinite	NOA code 552.
Conversion to temporary appointment--1 month	NOA code 614.
Conversion to excepted appointment NTE	NOA code 651.

(2) Minimum required input to accomplish a conversion to limited appointment action is completed and submitted as prescribed in b below, and validated. The employee master record is updated with the minimum required submitted data and as follows:

(a) Suspense code C and NTE date is entered in suspense field if NTE date is submitted.

(b) Suspense code C and date are related from suspense field if no NTE date is submitted.

(c) Code 2 is entered in position occupied if NOA code is "552" or "651"; otherwise, code 1 is entered. In addition, the employee master record is updated under the continuing conditions as described in paragraph E-2a.

(3) An SF 50 is produced (unless NOA suffix code is "2"), using submitted and employee master record data, and entering tables to obtain the appropriate narratives. DA CIVPERSINS input card 4 is produced for serviced DA employees using submitted and updated employee master record data.

Appendix E--Continued

b. Input. The minimum data elements of the input format cited must be completed and submitted to satisfy the requirements of the conversion to limited appointment action. The employee personnel action request (N01), employee identification data (N10), and employee position data (N11) input card formats are required. The SF 50 nonstandard authority narrative (N02), SF 50 standard remarks (N03), and SF 50 nonstandard remarks narrative (N04) input card formats are used only if necessary. Basic personnel data, beyond the minimum required, may be entered in the N10 through N16 input card formats, with submitted data overriding any automatically generated data as described in a(2) above.

(1) Source. CPO (SF 52).

(2) Format. The following data elements of the specified input card formats will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

(a) Employee personnel action request (format N01).

Social security account number.

SSAN check digit.

NOA code.

NOA code suffix--optional. Enter, if required, from NOA narrative table listing.

NOA effective date.

NOA NTE date--except NOA code 522, 528, 532, 552, or 614.

Civil service or authority code--optional.

(b) Employee identification data (format N10).

Social security account number.

SSAN check digit.

Tenure group code.

FEGLI code.

Appendix E--Continued

(c) Employee position data (format N11).

Social security account number.

SSAN check digit.

Type of appointment code.

c. Outputs. The outputs of the conversion to limited appointment action are an SF 50 and a DA CIVPERSINS input card 4, as generally described in paragraphs E-4a and b, and more specifically, as follows:

(1) Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items except 15 through 19 being completed. However, if optional data has been submitted which changes the data thereof, items 15 through 19 and items 20 through 24 are completed.

(2) DA CIVPERSINS input, card 4. Using submitted input and updated employee master record data, the DA CIVPERSINS input card 4 is produced with all DA CIVPERSINS changed data, submitted or system-generated, being entered.

E-10. Conversion to conditional appointment actions.

a. Concept.

(1) A conversion to conditional appointment action is any action which results in the employee being appointed, through conversion to a type of appointment which confers conditional tenure status. This would apply to the following types of personnel actions:

Conversion to career-conditional appointment	NOA code 510, 511.
Conversion to rein-statement--career-conditional	NOA code 541.
Conversion to excepted appointment--conditional	NOA code 553.
Conversion to veterans readjustment appointment	NOA code 576.

Appendix E--Continued

(2) Minimum required input to accomplish a conversion to conditional appointment is completed and submitted as prescribed in b below. The employee master record is updated with submitted data under the continuing conditions as described in paragraph E-2a and as follows:

(a) Code 2 is entered in position occupied if NOA code is "553" or "576"; otherwise, code 1 is entered.

(b) Any suspense code C (expiration of appointment) and corresponding dates are deleted from the suspense field.

(c) Suspense code R (due date for conversion) and effective date plus 3 years (NOA code 576, plus 2 years) are entered in the suspense field.

(3) An SF 50 is produced (unless NOA suffix code is "2"), using submitted, employee master record, and table data. DA CIVPERSINS input card 4 is produced for serviced DA employees using submitted and updated employee master record data.

b. Input. The minimum data elements of the input formats cited must be completed and submitted to satisfy the requirements of the conversion to conditional appointment action. The employee personnel action request (N01), employee identification data (N10), and employee position data (N11) input card formats are required. The SF 50 nonstandard authority narrative (N02), SF 50 standard remarks (N03), and SF 50 nonstandard remarks narrative (N04) input card formats are used only if necessary. Basic personnel data, beyond the minimum required, may be submitted using the N10 through N16 input card formats, with submitted data overriding any automatically generated data as described in a(2) above.

(1) Source. CPO (SF 52).

(2) Format. The following data elements of the specified input card formats will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

(a) Employee personnel action request (format N01).

Social security account number.

SSAN check digit.

NOA code.

NOA code suffix--optional. Enter, if required, from NOA narrative table listing.

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NOA effective date.

Civil service or authority code--optional.

(b) Employee identification data (format N10).

Social security account number.

SSAN check digit.

Tenure group code.

FEGLI code.

Retirement coverage code.

(c) Employee position data (format N11).

Social security account number.

SSAN check digit.

Type of appointment code.

c. Outputs. The outputs of the conversion to conditional appointment actions are an SF 50 and a DA CIVPERSINS input card 4, as generally described in paragraphs E-4a and b, and more specifically, as follows:

(1) Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items except 15 through 19 being completed. However, if optional data have been submitted which changes the data thereof, items 15 through 19 and items 20 through 24 are completed.

(2) DA CIVPERSINS input, card 4. Using submitted input and employee master record data, the DA CIVPERSINS input card 4 is produced with all DA CIVPERSINS changed data being entered.

E-11. Conversion to career appointment actions. a. Concept.

(1) A conversion to career appointment action is any action which results in the employee being appointed, through conversion, to a type of appointment which confers career tenure status. This would apply to the following types of personnel actions:

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Conversion to career appointment	NOA code 500, 501.
Conversion to reinstatement career	NOA code 540.
Conversion to excepted appointment	NOA code 550.
Conversion to reemployment	NOA code 561.

(2) Minimum required input to accomplish a conversion to career appointment action is completed and submitted as prescribed in b below, and validated. The employee master record is updated with the minimum submitted data and as follows:

(a) Code 2 is entered in position occupied if NOA code is "550."

(b) Code 1 is entered in position occupied if NOA code is not "550" or "561."

(c) Any suspense code C (expiration of appointment) or suspense code R (due date for conversion) and corresponding dates are deleted from suspense fields. In addition, the employee master record is updated under the continuing conditions as described in paragraph E-2a, if optional data are submitted.

(3) An SF 50 is produced (unless NOA suffix is "2"), using submitted, employee master record, and table data. DA CIVPERSINS input card 4 is produced for serviced DA employees using submitted and updated employee master record data.

b. Input. The minimum data elements of the input formats cited must be completed and submitted to satisfy the requirements of the conversion to career appointment action. The employee personnel action request (N01), employee identification data (N10), and employee position data (N11) input card formats are required. The SF 50 nonstandard authority narrative (N02), SF 50 standard remarks (N03), and SF 50 nonstandard remarks narrative (N04) input card formats are used only if necessary. Basic personnel data, beyond the minimum required, may be submitted using the N10 through N16 input card formats, with submitted data overriding any automatically generated data as described in a(2) above.

(1) Source. CPO (SF 52).

Appendix E--Continued

(2) Format. The following data elements of the specified input card formats will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

(a) Employee personnel action request (format N01).

Social security account number.

SSAN check digit.

NOA code.

NOA code suffix--optional. Enter, if required, from NOA narrative table listing.

NOA effective date.

Civil service or authority code--optional.

(b) Employee identification data (format N10).

Social security account number.

SSAN check digit.

Tenure group code.

FEGLI code.

Retirement coverage code.

(c) Employee position data (format N11).

Social security account number.

SSAN check digit.

Type of appointment code.

Position occupied code--For NOA 561 only.

c. Outputs. The outputs of the conversion to career appointment action are an SF 50 and a DA CIVPERSINS input card 4, as generally described in paragraphs E-5a and b, and more specifically, as follows:

(1) Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with

Appendix E--Continued

all items except 15 through 19 being completed. However, if optional data have been submitted which changes the data thereof, items 15 through 19 and items 20 through 24 are completed.

(C) DA CIVPERSINS input, card 4. Using submitted input and updated employee master record data, the DA CIVPERSINS input card 4 is produced with all DA CIVPERSINS changed data being entered.

E-12. Conversion to career tenure actions. a. Concept.

(1) A conversion to career tenure is an action which results in the employee being converted to career tenure status upon completion of a 3-year career conditional status period. This would apply to the following type of personnel action only:

Conversion to career tenure NOA 602.

(2) Minimum required input to accomplish a conversion to career tenure action is completed and submitted as prescribed in b below, and validated. The employee master record is updated with the minimum submitted data and as follows:

(a) Tenure group code 6 or 4 is changed to "2"; and tenure group code 5 or 3 is changed to "1."

(b) Code 10 is entered in type of appointment.

(c) Any suspense code R (due date for conversion) and dates are deleted from suspense field. In addition, the employee master record is updated under the continuing conditions as described in paragraph E-2a, if optional data are submitted.

(3) An SF 50 is produced (unless NOA suffix is "2") using submitted, employee master record, and table data. Item 30B is automatically completed as prescribed in paragraph E-4a(1)(ag)1 and "Reg 315.202" is automatically entered in item 14. DA CIVPERSINS input card 4 is produced for serviced DA employees using submitted and updated employee master record data.

b. Input. The minimum data elements of the input format cited must be completed and submitted to satisfy the requirements of the conversion to career tenure status. The employee personnel action request (N01) input card format is

Appendix E--Continued

required. The SF 50 nonstandard authority (NØ2), SF 50 standard remarks (NØ3), and SF 50 nonstandard remarks narrative (NØ4) input card formats are used only if necessary. Basic personnel data may be submitted optionally using the N1Ø through N16 input card formats, with submitted data overriding any automatically generated data as described in a(2) above.

(1) Source. CPO (SF 52 and suspense date list C).

(2) Format. The following data elements of the specified input card format will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

Employee personnel action request (format NØ1).

Social security account number.

SSAN check digit.

NOA code--always "602."

NOA effective date.

c. Outputs. The outputs of the conversion to career tenure action are an SF 50 and a DA CIVPERSINS card 4, as generally described in paragraphs E-4a and b, and more specifically, as follows:

(1) Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items except 15 through 19 being completed. However, if optional data have been submitted which changes the data thereof, items 15 through 19 and items 20 through 24 are completed.

(2) DA CIVPERSINS input, card 4. Using submitted input and updated employee master record data, the DA CIVPERSINS input card 4 is produced with all DA CIVPERSINS changed data being entered.

E-13. Promotion actions. a. Concept.

(1) A promotion is any action which results in the employee being placed in a higher grade if the pay plan remains the same or in a higher salary if the pay plan changes. This would apply to the following type of personnel action only.

Promotion

NOA code 702.

Appendix E--Continued

(2) Minimum required input to accomplish a promotion action is completed and submitted as prescribed in b below, and validated. The employee master record is updated with the minimum submitted data, in accordance with conditions cited in paragraph E-2a, and as follows:

(a) Effective date is entered in date of last equivalent increase.

(b) New salary is entered from pay table if pay rate determinant is not "1," "2," "3," or "4," or if pay table code is not "99."

(c) Suspense code P (expiration of temporary promotion) and NTE date (from N01 card) are entered if NOA code is "702E"; any suspense code P (expiration of temporary promotion) and dates are deleted from suspense field if NOA code is "702F" or "702G"; and any suspense code B (expiration of salary retention) and dates are deleted if pay rate determinant is changed from "1." In addition, the employee master record is updated, under the continuing conditions as described in paragraph E-2a.

(3) An SF 50 is produced (unless NOA code suffix is "2"), using submitted, employee master record, and table data. DA CIVPERSINS card 4 is produced for serviced DA employees using submitted and updated employee master record data.

b. Input. The minimum data elements of the input formats cited must be completed and submitted to satisfy the requirements of the promotion action. The employee personnel action request (N01), employee position data (N11), and employee occupational data (N12) input card formats are required. The SF 50 nonstandard authority narrative (N02), SF 50 standard remarks (N03), and SF 50 nonstandard remarks narrative (N04) input card formats are used only if necessary. Basic personnel data, beyond the minimum required, may be entered in the N10 through N16 input card formats, with submitted data overriding any automatically generated data as described in a(2) above.

(1) Source. CP0 (SF 52).

(2) Format. The following data elements of the specified input card formats will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

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(a) Employee personnel action request (format N01).

Social security account number.

SSAN check digit.

NOA code--always "702."

NOA code suffix--optional. Enter, if required, from NOA narrative table listing.

NOA effective date.

NOA NTE date (702E).

(b) Employee position data (format N11).

Social security account number.

SSAN check digit.

Competitive level code.

Position number.

(c) Employee occupational data (format N12).

Social security account number.

SSAN check digit.

Grade or level.

Step or rate.

c. Outputs. The outputs of the promotion action are an SF 50 and a DA CIVPERSINS input card 4, as generally described in paragraphs E-4a and b, and more specifically, as follows:

(1) Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced. All items are completed if NOA code and suffix is "702" or "702E"; items 15 through 19 are blank (to be completed manually) if NOA code and suffix is "702F" or "702G." If NOA code is "702E," standard temporary promotion remark, with NTE date (from N01 card) inserted, is entered in item 30.

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(2) DA CIVPERSINS input, card 4. Using submitted input and updated employee master record data, the DA CIVPERSINS input card 4 is produced with all DA CIVPERSINS changed data, submitted or system generated, being entered.

E-14. Change to lower grade actions. a. Concept.

(1) A change to lower grade is any action which results in the employee being placed in a lower grade if the pay plan remains the same or in a lower salary if the pay plan changes. This would apply to the following types of personnel actions.

Change to lower grade NOA code 713 or 715.

Change to lower grade-RIF NOA code 712.

(2) Minimum required input to accomplish a change to lower grade action is completed and submitted as prescribed in b below, and validated. The employee master record is updated with the minimum submitted data and as follows:

(a) Suspense code B (expiration of salary retention) and effective date plus 2 years, minus 1 day, is entered in suspense field if pay rate determinant code submitted is "1."

(b) The employee master record is updated under the continuing conditions as prescribed in paragraph E-2a.

(3) An SF 50 is produced (unless NOA code suffix is "2"), using submitted, employee master record, and table data. DA CIVPERSINS input card 4 is produced for serviced DA employees using submitted and updated master record data.

b. Input. The minimum data elements of the input card formats cited must be completed and submitted to satisfy the requirements of the change to lower grade action. The employee personnel action request (N01), employee position data (N11), employee occupational data (N12), and employee status and dates data (N14) input card formats are required. The SF 50 nonstandard authority narrative (N02), SF 50 standard remarks (N03), and SF 50 nonstandard remarks narrative (N04) input card formats are used only if necessary. Basic personnel data, beyond the minimum required, may be entered in the N10 through N16 input card formats, with submitted data overriding any automatically generated data as described in a(2) above.

(1) Source. CPO (SF 52).

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(2) Format. The following data elements of the specified input card formats will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

(a) Employee personnel action request (format N01).

Social security account number.

SSAN check digit.

NOA code.

NOA code suffix--optional. Enter, if required, from NOA narrative table listing.

NOA effective date.

(b) Employee position data (format N11).

Social security account number.

SSAN check digit.

Competitive level code.

Position number.

(c) Employee occupational data (format N12).

Social security account number.

SSAN check digit.

Grade or level.

Step or rate.

Salary--If pay rate determinant is "1," "2," "3," or "4."

Pay rate determinant--If "1," "2," "3," or "4."

(d) Employee status and dates data (format N14).

Social security account number.

SSAN check digit.

Date of last equivalent step increase.

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c. Outputs. The outputs of the change to lower grade action are an SF 50 and a DA CIVPERSINS input card 4, as generally described in paragraphs E-4a and b, and more specifically, as follows:

(1) Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items completed. If pay rate determinant is changed to "1," standard expiration of salary retention remarks are entered in item 30, using suspense code B date. (See FPM LTR 296-15, July 1973).

(2) DA CIVPERSINS input, card 4. Using submitted input and updated employee master record data, the DA CIVPERSINS input card 4 is produced with all DA CIVPERSINS changed data, submitted or system-generated, being entered.

E-15. Reassignment actions. a. Concept.

(1) A reassignment is any personnel action which results in a different position with no change in grade if the pay plan remains the same or at the same salary if the pay plan changes. This would apply to the following types of personnel actions.

Reassignment--RIF NOA code 720.

Reassignment NOA code 721.

(2) Minimum required input to accomplish a reassignment action is completed and submitted as prescribed in c below and validated. The employee master record is updated with the submitted data and as follows:

(a) Suspense code P and NTE date (from N01 card) are entered if NOA code is "721E," and any suspense code P (expiration of temporary reassignment) and dates are deleted from suspense field if NOA code and suffix is "721F," or "721G."

(b) If changed position number is submitted, performance rating of "0" or "U" is changed to "S."

(c) The employee master record is updated under the continuing conditions as described in paragraph E-2a.

(3) An SF 50 is produced (unless NOA code suffix is "2"), using submitted, employee master record, and table data. DA CIVPERSINS card 4 or 5 is produced (if any DA CIVPERSINS data elements are changed) for serviced DA employees using submitted and updated employee master record data.

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b. Input. The minimum data elements of the input formats cited must be completed and submitted to satisfy the requirements of the reassignment action. An employee personnel action request (NØ1) input card format is required. The SF 50 nonstandard authority narrative (NØ2), SF 50 standard remarks (NØ3), and SF 50 nonstandard remarks narrative (NØ4) input card formats are used only if necessary. Inasmuch as a reassignment action does not necessarily involve specific type changes, but does involve some changes, such changes in basic personnel data are entered in the N1Ø through N14 input card formats.

(1) Source. CPØ (SF 52).

(2) Format. The following data elements of the specified input card format will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

Employee personnel action request (format NØ1).

Social security account number.

SSAN check digit.

NOA code.

NOA code suffix--optional. Enter, if required, from NOA narrative table listing.

NOA effective date.

NOA NTE date (721E).

c. Outputs. The outputs of the reassignment action are always an SF 50 and, if data elements thereof change, a DA CIVPERSINS input card 4 or card 5, as generally described in paragraphs E-4a and b, and more specifically as follows:

(1) Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced. All items are completed if NOA code and suffix is "720," "721," or "721E"; items 15 through 19 are blank (to be completed manually) if NOA code and suffix is "721F" or "721G." If NOA code is "721E," standard temporary reassignment remarks, with NTE date (from NØ1 card) inserted, is entered in item 30.

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(2) DA CIVPERSINS input, card 4 or 5. Using submitted input and updated master record data, the DA CIVPERSINS input card 4 (two or more data elements changed) or card 5 (one data element changed) is produced with DA CIVPERSINS changed data, submitted or system-generated, being entered.

E-16. Extension of appointment actions. a. Concept.

(1) An extension of appointment is any action which results in an employee serving under an appointment with a definite terminal date having his terminal date extended. This would apply to the following types of personnel actions.

Extension of temporary appointment NTE NOA code 760.

Extension of term appointment NTE NOA code 760V.

Extension of excepted appointment NTE NOA code 761.

(2) Minimum required input to accomplish an extension of appointment action is completed and submitted as prescribed in b below, and validated. The employee master record is updated with the submitted data and as follows:

(a) Suspense code C (expiration of appointment) date is overlayed with submitted NTE date.

(b) The employee master record is updated under the continuing conditions as described in paragraph E-2a.

(3) An SF 50 is produced (unless NOA suffix code is "2"), using submitted, employee master record, and table data. No DA CIVPERSINS input is normally produced.

b. Input. The minimum data elements of the input card format cited must be completed and submitted to satisfy the requirements of the extension of appointment action. An employee personnel action request (N01) input card format is required. The SF 50 nonstandard authority narrative (N02), SF 50 standard remarks (N03), and SF 50 nonstandard remarks narrative (N04) input card formats are used only if necessary. Basic personnel data, beyond the minimum required, may be entered in the N10 through N16 input card formats.

(1) Source. CPO (SF 52).

(2) Format. The following data elements of the specified input card format will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

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Employee personnel action request (format NØ1).

Social security account number.

SSAN check digit.

NOA code.

NOA code suffix--optional. Enter, if required, from NOA narrative table listing.

NOA effective date.

NOA NTE date.

c. Outputs. The output of the extension of appointment action is an SF 50, as generally described in paragraph E-4a, and more specifically as follows:

Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items except 15 through 19 completed.

E-17. Extension of temporary promotion actions. a. Concept.

(1) An extension of temporary promotion is an action which results in an employee serving in a position under a temporary promotion with a definite terminal date having his terminal date extended. This would apply to the following type of personnel action only.

Extension of temporary promotion NOA code 769.

(2) Minimum required input to accomplish an extension of temporary promotion action is completed and submitted as prescribed in b below, and validated. The employee master record is updated with the submitted data as follows:

(a) Suspense code P (expiration of temporary promotion) date is overlaid with the submitted new NTE date (NØ1 card).

(b) The employee master record is updated under the continuing conditions as described in paragraph E-2a.

(3) An SF 50 is produced (unless NOA suffix code is "2"), using submitted employee master record and table data. Standard extension of temporary promotion remarks are automatically

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entered in item 30, with submitted NTE date (from NØ1 card) inserted. No DA CIVPERSINS is normally produced.

b. Input. The minimum data elements of the input card formats cited must be completed and submitted to satisfy the requirements of the extension of temporary promotion action. An employee personnel action request (NØ1) input card format is required. The SF 50 nonstandard authority narrative (NØ2), SF 50 standard remarks (NØ3), and SF 50 nonstandard remarks narrative (NØ4) input card formats are used only if necessary. Additional basic personnel data, if to be included in the personnel action, may be entered using the N1Ø through N14 input card formats.

(1) Source. CPO (SF 52).

(2) Format. The following data elements of the specified input card formats will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

Employee personnel action request (format NØ1).

Social security account number.

SSAN check digit.

NOA code--always "769."

NOA effective date.

NOA NTE date.

c. Outputs. The output of the extension of temporary promotion action is an SF 50, as generally described in paragraph E-4a and more specifically as follows:

Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items except 15 through 19 completed; and with standard extension of temporary promotion remarks, with NTE date (from NØ1 card) entered in item 30.

E-18. Mass change actions. a. Concept.

(1) A mass change is an action which results in the movement of a group of employees within the same agency as a result of a transfer of function or organizational change (or as a result of a change in the servicing civilian

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personnel activity) with no change in position, grade, or pay. This would apply to the following type of personnel action only:

Mass change

NOA code 790.

(2) Minimum required input to accomplish a mass change action is completed and submitted as prescribed in b below, and validated. The employee master record is updated with the submitted data.

(3) An SF 50 is produced (unless NOA suffix code is "2"), using submitted, employee master record, and table data. DA CIVPERSINS card 4 is produced for serviced DA employees using submitted and employee master record data.

b. Input. The minimum data elements of the input formats cited must be completed and submitted to satisfy the requirements of the mass change action. The employee personnel action request (NØ1) and employee location data (N13) input card formats are required. The SF 50 nonstandard authority narrative (NØ2), SF 50 nonstandard remarks (NØ3), and SF 50 nonstandard remarks narrative (NØ4) input card formats are used only if necessary.

(1) Source. CP0.

(2) Format. The following data elements of the specified input card formats will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

(a) Employee personnel action request (format NØ1).

Social security account number.

SSAN check digit.

NOA code--always "790."

NOA effective date.

(b) Employee location data (format N13).

· Social security account number.

SSAN check digit.

SON--enter only if changed. If entered, remaining data elements need not be entered if unchanged.

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Command code.¹

Unit identification code.¹

Organization code.¹

c. Outputs. The outputs of the mass change action are an SF 50 and a DA CIVPERSINS input card 4, as generally described in paragraphs E-4a and b, and more specifically, as follows:

(1) Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items completed.

(2) DA CIVPERSINS input, card 4. Using submitted input and updated employee master record data, the DA CIVPERSINS card 4 is produced with all command change (CIVPERSINS suffix code CC) data being entered.

E-19. Pay system change actions. a. Concept.

(1) A pay system change is an action which results in an employee's position being initially converted to a different pay system because of legislation, civil service regulations, or administrative action by the agency, with no change in the duties and responsibilities of the position. This would apply to the following type of personnel action only:

Pay system change NOA code 898.

(2) Minimum required input to accomplish a pay system change action is completed and submitted as prescribed in b below, and validated. The employee master record is updated as described in paragraph E-2a.

(3) An SF 50 is produced (unless NOA suffix code is "2") using submitted, employee master record, and table data. DA CIVPERSINS input card 4 is produced for serviced DA employees using submitted and updated employee master record data.

b. Input. The minimum data elements of the input formats cited must be completed and submitted to satisfy the requirements of the pay system change action. The employee

¹Enter all three of these data elements. May be blank if SON is entered.

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personnel action request (NØ1), employee position data (N11), and employee occupational data (N12) input card formats are required. The SF 50 nonstandard authority narrative (NØ2), SF 50 standard remarks (NØ3), and SF 50 nonstandard remarks narrative (NØ4) input card formats are used only if necessary. Additional basic personnel data to be included in the personnel action may be entered using the N1Ø through N16 input card formats.

(1) Source. CPO.

(2) Format. The following data elements of the specified input card formats will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

(a) Employee personnel action request (format NØ1).

Social security account number.

SSAN check digit.

NOA code--always "898."

NOA effective date.

(b) Employee position data (format N11).

Social security account number.

SSAN check digit.

Pay plan.

(c) Employee occupational data (format N12).

Social security account number.

SSAN check digit.

Grade or level.

Step or rate.

Pay basis.

Salary.

Pay table code.

Pay rate determinant.

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c. Outputs. The outputs of the pay system change action are an SF 50 and a DA CIVPERSINS input card 4, as generally described in paragraphs E-4a and b, and more specifically, as follows:

(1) Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items completed.

(2) DA CIVPERSINS input, card 4. Using submitted input and updated employee master record data, the DA CIVPERSINS card 4 is produced with all changed DA CIVPERSINS data, submitted or system-generated, being entered.

E-20. Continuance actions. a. Concept.

(1) A continuance is an action which results in the employee being permitted to continue employment beyond the age for mandatory retirement. This would apply to the following type of personnel action only:

Continuance

NOA code 870.

(2) Minimum required input to accomplish a continuance action is completed and submitted as prescribed in b below, and validated. The employee master record is updated with the submitted data.

(3) An SF 50 is produced (unless NOA suffix code is "2"), using submitted, employee master record, and table data. No DA CIVPERSINS input is normally produced.

b. Input. The minimum data elements of the input card format cited must be completed and submitted to satisfy the requirements of the continuance action. An employee personnel action request (N01) input card format is required. The SF 50 nonstandard authority narrative (N02), SF 50 standard remarks (N03), and SF 50 nonstandard remarks narrative (N04) input card formats, and the basic personnel data (N10 through N16) input card formats are used only if necessary.

(1) Source. CPO (SF 52).

(2) Format. The following data elements of the specified input card format will be completed following instructions and using codes specified in paragraph E-4 and appendix B.

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Employee personnel action request (format N01).

Social security account number.

SSAN check digit.

NOA code--always "870."

NOA effective date.

c. Outputs. The output of the continuance action is an SF 50, as generally described in paragraph E-4a and more specifically as follows:

Notification of personnel action. Using submitted and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items completed except items 15 through 19.

E-21. Retention in status quo actions. a. Concept.

(1) A retention in status quo is an action which results in an employee serving under an excepted appointment being retained on a continuing basis if the position is brought into the competitive service. This would apply to the following type of action only:

Retention in status quo NOA code 891.

(2) Minimum required input to accomplish a retention in status quo action is completed and submitted as prescribed in b below, and validated. The employee master record is updated with the submitted data.

(3) An SF 50 is produced (unless NOA suffix code is "2"), using submitted, employee master record, and table data. No DA CIVPERSINS input is normally produced.

b. Input. The minimum data elements of the input card format cited must be completed and submitted to satisfy the requirements of the retention in status quo action. An employee personnel action request (N01) input card format is required. The SF 50 nonstandard authority narrative (N02), SF 50 standard remarks (N03), and SF 50 nonstandard remarks narrative (N04) input card formats, and the basic personnel data (N10 through N16) input card formats are used only if necessary.

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(1) Source. CP0 (SF 52).

(2) Format. The following data elements of the specified input card format will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

Employee personnel action request (format N01).

Social security account number.

SSAN check digit.

NOA code--always "891."

NOA effective date.

c. Outputs. The output of the retention in status quo action is an SF 50, as generally described in paragraph E-4a, and more specifically, as follows:

Notification of personnel action. Using submitted and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items completed except items 15 through 19.

E-22. CSC miscellaneous change action. a. Concept.

(1) A CSC miscellaneous change is any action which results in the change, for an employee, or a single item of data reportable to the CSC if not included in another type of personnel action. This would apply to the following types of change actions:

Name change	NOA code 780.
Change in duty station	NOA code 792.
Change in agency code	NOA code 794.
Change in occupation code	NOA code 820.
Change in tenure group	NOA code 880.
FEGLI change	NOA code 881.
Change in SCD	NOA code 882.
Change in veterans preference	NOA code 883.

Appendix E--Continued

Change in functional classification	NOA code 885.
Change in pay rate determinant	NOA code 886.

(2) Minimum required input to accomplish a CSC miscellaneous change action is completed and submitted as prescribed in c below, and validated. The employee master record is updated with the submitted data and under the continuing conditions as described in paragraph E-2a.

(3) An SF 50 is produced (unless the NOA suffix code is "2"), using submitted, employee master record, and table data DA CIVPERSINS input card 5 is normally produced using submitted and updated employee master record data.

b. Input. The minimum data elements of the input card formats cited must be completed and submitted to satisfy the requirements of the CSC miscellaneous change actions. An employee personnel action request (NØ1) input card format is required. The SF 50 nonstandard authority narrative (NØ2) SF 50 standard remarks (NØ3), and SF 50 nonstandard remarks narrative (NØ4) input card formats are used only if necessary. Also, depending on the nature of the change, the employee identification data (N1Ø), employee position data (N11), or employee location data (N13) input card format is required. Other personnel basic data to be included in the personnel action may be entered using the N1Ø through N16 input card formats.

(1) Source. CPØ (SF 52).

(2) Format. The following data elements of the specified input card formats will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

(a) Employee personnel action request (format NØ1).

Social security account number.

SSAN check digit.

NOA code.

NOA effective date.

Appendix E--Continued

(b) Employee identification data (format N10).

Social security account number.

SSAN check digit.

<u>If NOA code is</u>	<u>Enter</u>
780	Employee name.
880	Tenure group code.
881	FEGLI code.
882	SCD (also SCD--RIF, if changed).
883	Veterans preference code.

(c) Employee position data (format N11).

Social security account number.

SSAN check digit.

<u>If NOA code is</u>	<u>Enter</u>
820	Occupational series code. Occupational series code suffix.
885	Functional classification code.

(d) Employee occupational data (format N12).

Social security account number.

SSAN check digit.

<u>If NOA code is</u>	<u>Enter</u>
886	Pay rate determinant..

(e) Employee location data (format N13).

Social security account number.

SSAN check digit.

Appendix E--Continued

<u>If NOA code is</u>	<u>Enter</u>
792	Duty station location code.
794	Agency code.

c. Outputs. The outputs of the CSC miscellaneous change actions are an SF 50 and a DA CIVPERSINS input card 5, as generally described in paragraphs E-4a and b, and more specifically as follows:

(1) Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items except 15 through 19 completed; however, for NOA code 820, all items will be completed.

(2) DA CIVPERSINS input, card 5. Using submitted input and updated employee master record data, DA CIVPERSINS input card 5 is produced with submitted changed data being entered.

E-23. AMC PMIS change actions. a. Concept.

(1) An AMC PMIS change action is any action which results in a change to the official records and notification of the employee and such change is not reportable to either the CSC or the Department of the Army. This would apply to the following types of personnel actions:

Change in organizational assignment	NOA code 903--N13.
Change in budget project account number	NOA code 904--N13.
Change in title	NOA code 907--N11.
Change in job number	NOA code 908--N11.
Change in organization name	NOA code 909--None.

(2) Minimum required input to accomplish an AMC PMIS change action is completed and submitted as prescribed in b below, and validated. The employee master record is updated with the submitted data.

(3) An SF 50 is produced (unless NOA suffix code is "2"), using submitted, employee master record, and table data. No DA CIVPERSINS input is normally produced.

Appendix E--Continued

b. Input. The minimum data elements of the input card formats cited must be completed and submitted to satisfy the requirements of the AMC PMIS change actions. An employee personnel action request (NØ1) input card format is required. The SF 50 nonstandard authority narrative (NØ2), SF 50 standard remarks (NØ3), and SF 50 nonstandard remarks narrative (NØ4) input card formats are used only if necessary. Also, depending on the nature of the change (except NOA code 909), an employee position data (N11) or employee location data (N13) input card format is required. Other personnel basic data to be included in the personnel action may be entered using the N1Ø through N16 input card formats.

(1) Source. CPØ (SF 52).

(2) Format. The following data elements of the specified input card formats will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

(a) Employee personnel action request (format NØ1).

Social security account number.

SSAN check digit.

NOA code.

NOA effective date.

(b) Employee position data (format N11).

Social security account number.

SSAN check digit.

If NOA code is

Enter

907

Occupational series code.
Occupational series code suffix.

908

Position number.

(c) Employee lcoation data (format N13).

Social security account number.

SSAN check digit.

Appendix E--Continued

<u>If NOA code is</u>	<u>Enter</u>
903	Organization code.
904	Budget project account number.

c. Outputs. The output of the AMC PMIS change action is an SF 50, as generally described in paragraph E-4a, and more specifically as follows:

Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items usually being completed; for NOA code 909, however, items 15 through 19 are omitted.

E-24. DA CIVPERSINS data change actions. a. Concept.

(1) A DA CIVPERSINS data change is any action which results in a change or correction, for a DA employee, of a single DA CIVPERSINS data element and such single data element is not included in one of the CSC reportable data change actions (para E-22). This would apply to the following types of change actions:

Social security account number	NOA code 911.
Sex	NOA code 912.
Date of birth	NOA code 913.
Citizenship	NOA code 914.
Physical handicap	NOA code 916.
Time basis of employment	NOA code 917 (to correct only).
Position tenure	NOA code 918.
Pay plan	NOA code 919 (to correct only).
Grade or level	NOA code 921 (to correct only).
Step or rate	NOA code 922 (to correct only).

Appendix E--Continued

Salary	NOA code 923 (convert from 894).
Pay basis	NOA code 924 (to correct only).
Command	NOA code 926 (to correct only).
Unit identification code	NOA code 927 (to correct only).
Function designator	NOA code 928.
Career program code	NOA code 929.
Type of appointment	NOA code 930.
Submitting office number	NOA code 931 (to correct only).

(2) Minimum required input to accomplish a DA CIVPERSINS data change action is completed and submitted as prescribed in b below, and validated. The employee master record is updated with the submitted data.

(3) An SF 50 is produced (unless NOA suffix code is "2") using submitted, employee master record, and table data. DA CIVPERSINS input card 5 is produced using submitted and updated employee master record data.

b. Input. The minimum data elements of the input card formats cited must be completed and submitted to satisfy the requirements of the DA CIVPERSINS data change actions.

(1) Source. CP0.

(2) Format. The following data elements of the specified input card formats will be completed following instructions and using codes specified in paragraph E-3 and appendix B.

(a) Employee personnel action request (format N01).

Social security account number.

SSAN check digit.

NOA code.

NOA effective date.

Appendix E--Continued

(b) Employee identification data (format N10).

Social security account number.

SSAN check digit.

<u>If NOA code is</u>	<u>Enter</u>
912	Sex code.
913	Date of birth.
916	Physical handicap code.

(c) Employee position data (format N11).

Social security account number.

SSAN check digit.

<u>If NOA code is</u>	<u>Enter</u>
914	Citizenship code.
918	Position tenure code.
919	Pay plan.
929	Career program code.
930	Type of appointment.

(d) Employee occupational data (format N12).

Social security account number.

SSAN check digit.

<u>If NOA code is</u>	<u>Enter</u>
921	Grade or level.
922	Step or rate.
923	Salary.
924	Pay basis.

Appendix E--Continued

(e) Employee location data (format N13).

Social security account number.

SSAN check digit.

If NOA code is

Enter

926

Command code.

927

Unit identification code.

928

Function designator.

931

Submitting office number.

(f) Employee status and dates data (format N14).

Social security account number.

SSAN check digit.

If NOA code is

Enter

917

Time basis of employment code.

(g) Employee social security account number change data (format N17).

Social security account number.

SSAN check digit.

If NOA code is

Enter

911

New social security account number.

c. Outputs. The outputs of the DA CIVPERSINS data change action are an SF 50 (unless suppressed) and a DA CIVPERSINS input card 5, as generally described in paragraphs E-4a and b, and more specifically, as follows:

(1) Notification of personnel action. Using submitted input and employee master record data, and interrogating tables for appropriate narratives, the SF 50 is produced with all items, except 15 through 19, usually being completed.

Appendix E--Continued

Note. The production of an SF 50 for local use and employee notification is optional with the system user. If not desired, enter code "2" in NOA suffix of input card format NØ1.

(2) DA CIVPERSINS input, card 5. Using submitted input and updated employee master record data, DA CIVPERSINS input card 5 is produced with submitted, changed, or corrected data being entered.

Appendix E--Continued

STANDARD FORM 50 Rev. Dec. 1951 U.S. CIVIL SERVICE COMMISSION FPM Ch. 295 (FOR AGENCY USE)		NOTIFICATION OF PERSONNEL ACTION	
1. NAME (CAPS) LAST - FIRST - MIDDLE MR. - MISS - MRS.		2. (FOR AGENCY USE)	3. BIRTH DATE (Mo., Day, Year)
4. SOCIAL SECURITY NO.			
5. VETERAN PREFERENCE 1. - NO 2. - 5 PT 3. - 10 PT. DISAB 4. - 10 PT. COMP. 5. - 10 PT. OTHER		6. TENURE GROUP	7. SERVICE COMP. DATE
8. HANDICAP CODE			
9. FEGLI 1. - COVERED (reg. only-declined opt.) 2. - INELIGIBLE 3. - WAIVED 4. - COVERED (reg. and opt.)		10. RETIREMENT 1. - CS 2. - FICA 3. - PS 4. - NONE 5. - OTHER	11. (FOR CSU USE)
12. NATURE OF ACTION CODE		13. EFFECTIVE DATE (Mo., Day, Year)	14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
15. FROM: POSITION TITLE AND NUMBER		16. PAY PLAN AND OCCUPATION CODE	17. (a) GRADE (b) STEP OR LEVEL OR RATE
			18. SALARY
19. NAME AND LOCATION OF EMPLOYING OFFICE			
20. TO: POSITION TITLE AND NUMBER		21. PAY PLAN AND OCCUPATION CODE	22. (a) GRADE (b) STEP OR LEVEL OR RATE
			23. SALARY
24. NAME AND LOCATION OF EMPLOYING OFFICE			
25. DUTY STATION (City-State)			26. LOCATION CODE
27. APPROPRIATION		28. POSITION OCCUPIED 1 - COMPETITIVE SERVICE 2 - EXCEPTED SERVICE	29. APPORTIONED POSITION (FROM:) (TO:) 1 - PROVED 2 - WAIVED
30. REMARKS: <input type="checkbox"/> A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING <input type="checkbox"/> B. SERVICE COUNTING TOWARD CAREER (OR PERM) TENURE FROM: SEPARATIONS: SHOW REASONS BELOW, AS REQUIRED. CHECK IF APPLICABLE: <input type="checkbox"/> C. DURING PROBATION			
31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)		34. SIGNATURE (Or other authentication) AND TITLE FOR THE APPOINTING OFFICER	
32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office)			
33. CODE AR	EMPLOYING DEPARTMENT OR AGENCY DEPARTMENT OF THE ARMY	35. DATE	

SAMPLE

3. CIVIL SERVICE COMMISSION COPY. (WASHINGTON, D. C. 20415)

Figure E-1. Notification of personnel action.

Appendix F

PREPARATION OF DA FORM 2515 (PAYROLL CHANGE SLIP), INCLUDING DA CIVPERSINS INPUT

F-1. Purpose. This appendix describes the US Army Materiel Command Personnel Management Information System (AMC PMIS) method of identifying the requirements for and producing DA Form 2515 (Payroll Change Slip), updating of the employee master record, and automated preparation of input to the Department of the Army Civilian Personnel Information System (DA CIVPERSINS).

F-2. Preparation of DA Form 2515. Concept.

a. The DA Form 2515 production system is a procedure by which the DA Form 2515 document is produced, the employee master record is updated, and input cards to DA CIVPERSINS are produced.

b. The process is initiated through the preparation of reports request parameter data (format N75), pay adjustment parameter data (format N70) input group actions, or employee personnel action request input (format N01) for individual actions, plus employee data inputs (formats N10 through N16) as prescribed for the various categories of payroll change actions (para F-3 through F-11). The input is keypunched and subjected to edit and validation checks. If data submitted are invalid, or if any required data elements are omitted, the action is rejected and an error listing is produced.

c. The employee master record file is updated with data peculiar to the personnel action. Using existing master record data and submitted data, and interrogating the AMC PMIS tables (organization, pay, location and authorized signature), the DA Form 2515 is produced. The DA CIVPERSINS input card and control listing are produced in the prescribed format.

d. The DA Form 2515 and DA CIVPERSINS input and listing are reviewed for technical content and accuracy. The DA Form 2515 is submitted for any required administrative concurrences, authentication, and distribution. The DA CIVPERSINS cards are transmitted to Department of the Army (DA).

F-3. Quality increase actions. a. Concept.

(1) A quality increase action, nature-of-action (NOA) code 892, is an individual pay change action which increases the employee's step or rate with no change in pay plan or grade, and increases the salary.

Appendix F--Continued

(2) Minimum required input to accomplish a quality increase is prescribed in b below.

(3) The employee master record is automatically updated with the submitted data, as follows:

(a) NOA code 892 is entered in NOA code.

(b) Effective date is entered in NOA code.

(c) Step or rate is increased by one and new step is entered in step or rate.

(d) Using pay table code, pay plan, grade or level, and new step or rate, the pay table is interrogated and new salary is entered in salary.

(e) If pay plan is "GS" and new step or rate is "4" or "7," any suspense code N and date (if not prior to the effective date) are deleted from the suspense file.

(4) A DA Form 2515 is produced automatically using submitted, master record and table data. DA CIVPERSINS input card 4 is produced showing identification data, the NOA code, DA CIVPERSINS suffix code, effective date and the new step and salary.

(5) The DA Form 2515 is reviewed and distributed, and input to DA CIVPERSINS is reviewed and transmitted as prescribed in paragraph E-2a.

b. Input. The minimum data elements cited below must be submitted to assure proper updating of the employee master record, production of the DA Form 2515, and the DA CIVPERSINS input.

(1) Source. CP0 (SF 52 or other prescribed authorization).

(2) Format. The following data elements will be completed by following instructions and using codes outlined in paragraph E-3 and appendix A.

Employee personnel action request data (format N01).

Social security account number.

SSAN check digit.

NOA code--Enter "892."

Effective date.

Appendix F--Continued

Signature block code--optional. Enter only if signature block is to contain name and title of official other than that entered in the employee master record.

F-4. Fully automated within-grade increase actions. a.
Concept.

(1) The fully automated within-grade increase action, NOA code 893, is a group pay change action which increases the employee's step or rate with no change in pay plan or grade, thereby increasing the salary.

(2) Minimum required input to accomplish fully automated group within-grade increase actions is submitted, as prescribed in b below. The system scans each employee record for data, as follows:

(a) The employee must be in pay plan GS, WD, WG, WL, WN, or WS.

(b) If in pay plan GS, tenure group code must be "1" through "6."

(c) Time basis of employment code must be "1" or "2."

(d) Step must not be the maximum for the pay plan and grade.

(e) Suspense code Q (within-grade increase, other than normal) or code N (within-grade increase due--DA Form 2515 prepared) must not be present.

(3) If these basic conditions are satisfied, the system computes the qualifying period appropriate to each pay plan, grade, and step from the date of last equivalent increase. Providing the qualifying period is to be completed within 90 days for GS and within 30 days for WD, WG, WL, WN, or WS, DA Forms 2515 are prepared for within-grade increase for all newly qualified employees, using the pay period table to establish the effective date, and suspense code N and effective date is entered in a suspense field. The suspense list of DA Forms 2515 prepared and suspense list of pending within-grade actions are produced (fig F-1 and F-2).

(4) The DA Forms 2515 are reviewed for accuracy and content, or referred to superiors (if required) for determination of acceptable level of competence and routed through the time and leave activity for determination of excess of LWOP (leave without pay): For excess leave, the DA Form 2515 effective date and suspense code N and date are changed concurrently; if level of competence is not acceptable, suspense code N is

Appendix F--Continued

manually deleted and suspense code Q (within-grade increase, other than normal), with date of reconsideration are manually entered (N16 input card format).

(5) When the suspense date is equal to the current date, the system updates the master records as follows:

- (a) Code 893 is entered in NOA code.
- (b) Suspense date is entered in NOA code effective date and date of last equivalent increase; suspense code N and date are deleted from the suspense field.
- (c) The step is increased by one and entered in step or rate.
- (d) Using pay table code, pay plan, grade, and new step, the pay table is interrogated and the new salary is entered in salary.
- (e) At the same time, DA CIVPERSINS input card 4 is produced showing, for each affected employee, basic identification data, NOA code, DA CIVPERSINS suffix code, effective date, new step, and salary.
- (f) The DA CIVPERSINS input is reviewed and transmitted to DA.

b. Input. The minimum data elements as cited below must be submitted to cause the system to perform the fully automated within-grade increase actions.

(1) Due date. On or immediately following each pay period beginning date.

(2) Format. The following data elements will be entered:

(a) Reports request parameter data (format N75).

Product request field--Enter "31."

(b) Employee suspense data (format N16). Use only if suspense code N and date must be changed or deleted, or if suspense code Q is to be entered.

Suspense code--Enter "N" or "Q."

Suspense date--Enter changed effective or reconsideration date.

Appendix F--Continued

F-5. Semiautomated within-grade increase actions. a. Concept.

(1) The semiautomated within-grade increase action, NOA code 893, is an individual pay change action which increases the employee's step or rate with no change in pay plan or grade, and increases the salary.

(2) After notification on the within-grade increase suspense list that an increase is due, the input to accomplish semiautomated within-grade increase actions is submitted as prescribed in b below. After verification of input data, the AMC PMIS computer programs process the action in accordance with the fully automated procedures previously established.

(3) When the action becomes effective, a new predetermination of the due date for the next increase may be necessary. At that time a suspense code Q and new date due (within-grade increase due, other than normal) will be submitted.

b. Input. The data elements cited below must be submitted to cause the system to perform the semiautomated within-grade increase process.

(1) Source. CPO (civilian personnel office) (within-grade increase due suspense list--suspense code Q).

(2) Due date. 90 days for GS and 30 days for WD, WG, WL, WN, or WS in advance of the due date (cited on suspense list).

(3) Format. The following data elements will be completed using codes specified in paragraph E-3, and appendix B:

(a) Employee personnel action request data (format N01).

Social security account number.

SSAN check digit.

NOA code--Enter "893."

Effective date.

(b) Employee suspense data (format N16). Use only following the effective date and when new predetermined due date is required.

Social security account number.

SSAN check digit.

Appendix F--Continued

Suspense code--Enter "Q."

Suspense date--Enter next within-grade increase due date if other than normal.

F-6. Manual within-grade increase actions. a. Concept.

(1) The manual within-grade increase action, NOA code 893, is an individual pay change action which, through the submission of all change data, results in an update of the employee master record and the production of DA CIVPERSINS input.

(2) The DA Form 2515 is manually typed, and all the change data are submitted as prescribed in b below.

(3) DA CIVPERSINS input card 4 is produced, showing basic identification data, the NOA code, DA CIVPERSINS suffix code, effective date, and the new step and salary.

(4) After verification and review, the DA CIVPERSINS cards are forwarded to DA.

b. Input. The data elements cited below must be submitted to cause the system to update the employee master record and to produce DA CIVPERSINS input.

(1) Source. CPO (SF 52 or other authorization).

(2) Format. The following data elements will be completed using codes specified in paragraph E-3 and appendix B:

(a) Employee personnel action request data (format N01).

Social security account number.

SSAN check digit.

NOA code--Enter "893."

NOA code suffix--Enter "2" (suppress printing of DA Form 2515).

Effective date.

(b) Employee occupational data (format N12).

Social security account number.

SSAN check digit.

Appendix F--Continued

Step or rate.

Basis of pay.

Salary.

(c) Employee status and dates data (format N14).

Social security account number.

SSAN check digit.

Date of last equivalent increase.

F-7. Fully automated pay adjustment actions. a. Concept.

(1) The fully automated pay adjustment action, NOA code 894, is a group pay change action which changes the salary to conform to a new salary schedule.

(2) Input required to accomplish the fully automated group pay adjustment actions are submitted as prescribed in b below.

(3) The system scans each employee record for input identified pay table codes. When the system detects a matching pay table code and the employee is not assigned a saved rate, DA Form 2515 (if not suppressed) is prepared for pay adjustment using input date as effective date, and obtaining the new rate of pay from the changed pay table previously loaded as prescribed in appendix D. A listing (fig F-3) is produced of all employees assigned a saved rate (pay rate determinant code 1, 2, 3, or 4), and a DA Form 2515 is produced with all entries completed, except new salary is left blank.

(4) The employee master record is updated with the new salary, and DA CIVPERSINS input card 5 (if not suppressed) is produced with listing (fig F-4) showing for each affected employee, basic identification data, NOA code 923, DA CIVPERSINS suffix code, effective date, and new salary.

(5) The DA Forms 2515 are reviewed, authenticated (if required), and distributed; DA CIVPERSINS input is reviewed and transmitted to DA.

(6) For those employees shown on the saved-rate listing determined to be eligible, the pay adjustment action is processed by determining eligibility for and a new saved rate (if applicable), entering the new salary on the DA Form 2515, and submitting the new salary (N12 card).

Appendix F--Continued

b. Input. The data elements cited below must be submitted to cause the system to perform the fully automated pay adjustment action process. The input document identifier codes specify the process as a pay adjustment action and the additional data identifies the pay table codes involved, the pay period indicator codes with the related effective date, and the appropriate remarks narrative (if any) associated with each new pay table (per pay table code).

(1) Source. CPO (new pay schedule authorization documents).

(2) Format. The following data elements will be entered:

(a) Pay adjustment parameter data (format N70).

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N70."
Changed pay tables	4-23	Beginning in position four, enter without break the two-digit, numeric codes, locally assigned, of the pay tables affected, for a maximum of 10 pay tables.
Pay period information	24-51	Beginning in position 24, enter without break the one-digit pay period indicator code applicable and the corresponding pay adjustment effective date. Enter date in six-digit numeric month, day, and year sequence, i.e., 060172. Enter up to maximum of four-paired, pay period indicator codes and effective dates.
Authentication date--DA Form 2515	52-57	If left blank, effective date minus 3 days is entered in DA Form 2515 in the line immediately below item 24; otherwise, enter desired authentication date in month, day, and year sequence.
Suppression designator	58	Blank--DA Form 2515 and DA CIVPERSINS card 5 produced. F--DA Form 2515 only produced. C--DA CIVPERSINS card 5 only produced.

Appendix F--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
		B--Neither DA Form 2515 or DA CIVPERSINS card 5 produced.
Blank	59-80	Leave blank.

(b) DA Form 2515 remarks data (format N71). Use only if remarks (authority) must be entered in item 17 of the DA Form 2515.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N71."
Pay table code	4-5	Enter two-digit, numeric code, locally assigned, of the pay table to which the remarks will apply.
1st line, remarks narrative	6-47	Enter alphanumeric remarks narrative, left-justified. If narrative exceeds position 47, break word or hyphenate on or before position 47.
2d line, remarks narrative	48-76	Beginning in position 48, continue narrative (if exceeding first line); otherwise, leave blank.
Blank	77-80	Leave blank.

Note. Prepare format N71 for each pay table code entered on format N70 for which a remark is required--do not prepare format N71 if no remark is required.

F-8. Semiautomated pay adjustment actions. a. Concept.

(1) The semiautomated pay adjustment action, NOA code 894, is a group pay change action for certain groups of employees which changes the salary to conform to a change from a currently authorized regular pay schedule to a special pay schedule, or from a special pay schedule to a regular schedule.

Appendix F--Continued

(2) The personnel information retrieval system (app K) is used to obtain a listing of the special group affected, and the pay table code of the pay table to which the employee is to be assigned is entered into the employee master record through input card, employee occupational data (format N12).

(3) Other required input card formats are prepared and the same processes are accomplished as for the fully automated action.

b. Input. The data elements below must be submitted to cause the system to perform the semiautomated pay adjustment action process. The personnel data card provides the link between the old and the new pay table codes through the submission of the new pay table code. The pay adjustment identifier codes, specify the process as a pay adjustment action and the additional data identifies the pay tables involved, the pay period indicator code(s) with the related effective date(s), and the appropriate remarks narratives (if any) associated with each pay table (per pay table code).

(1) Source. CPO (new pay schedule authorization documents).

(2) Format. The following data elements will be completed

(a) Employee occupational data (format N12). This input format, to change a special group of employees to a regular or special pay schedule, must be submitted prior to the execution of any fully automated pay adjustment involving the "To" pay schedule.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N12."
Social security account number	4-12	Enter employee's SSAN.
SSAN check digit	13	Enter employee's SSAN check digit.
Blank	14-38	Leave blank.

Appendix F--Continued

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Pay table code	39-40	Enter two-digit, numeric pay table code, locally assigned, of the pay schedule to which the employee is being assigned.
Pay table determinant	41	If applicable, enter changed pay rate determinant code.
Blank	42-80	Leave blank.

(b) Pay adjustment parameter date (format N70). Submit only if special group of employees are being changed from a regular to a special pay schedule and the pay adjustment processing is being accomplished other than with fully automated pay adjustment.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N70."
Changed pay tables	4-23	Beginning in position four, enter without break the two-digit numeric code, locally assigned, of the pay tables affected, for a maximum of 10 pay tables.
Pay period information	24-51	Beginning in position 24, enter without break the applicable one-digit pay period indicator code, and the corresponding pay adjustment effective date. Enter date in six-digit, numeric month, day, and year sequence, i.e., 060172. Enter a maximum of four pay period indicator codes and effective dates.
Output designator	52	Blank--DA Form 2515 and DA CIVPERSINS card 5 produced. F--DA Form 2515 only produced. C--DA CIVPERSINS card 5 only produced. B--Neither DA Form 2515 nor DA CIVPERSINS card 5 produced.
Blank	53-80	Leave blank.

Appendix F--Continued

(c) DA Form 2515 remarks data (format N71). Use only if remarks (authority) must be entered in item 17 of the DA Form 2515.

<u>Data element</u>	<u>Card columns</u>	<u>Instructions</u>
Document identifier code	1-3	Enter "N71."
Pay table code	4-5	Enter two-digit, numeric code, locally assigned, of the pay table to which the remark will apply.
1st line, remarks narrative	6-47	Enter alphanumeric remarks narrative, left-justified. If narrative exceeds position 47, break word or hyphenate on or before position 47.
2d line remarks narrative	48-76	Beginning in position 48, continue narrative, if necessary; otherwise, leave blank.
Blank	77-80	Leave blank.

F-9. Manual pay adjustment actions. a. Concept.

(1) The manual pay adjustment action, NOA code 894, is an individual pay change action which, through the submission of all change data, results in the update of the employee master record, the production of DA Form 2515, and the production of DA CIVPERSINS input. This process provides a means by which a pay adjustment action may be accomplished when the fully and semiautomated processes (para F-7 and F-8) are not applicable (e.g., processing a pay adjustment for an employee upon expiration of a saved rate).

(2) The required input to be submitted is as described in b below.

(3) The employee master record is updated with the new salary (and pay rate determinant code, if submitted); DA Form 2515 is produced (with pay rate determinant remark and new code, if changed); and DA CIVPERSINS card 5 is produced showing basic identification data, NOA code (923), CIVPERSINS suffix code, effective date, and new salary (if changed pay rate determinant code is submitted, an additional card 5 is produced specifying the changed code).

Appendix F--Continued

(4) The DA Forms 2515 are technically reviewed, authenticated (if required), and distributed. DA CIVPERSINS input is reviewed and transmitted to DA.

b. Input. The data elements cited below must be submitted to cause the system to update the employee master record, produce DA Form 2515, and produce DA CIVPERSINS input.

(1) Source. CPO (saved-rate or suspense (A) listing).

(2) Format. The following data elements will be entered as specified in paragraph E-3, appendix B, and as follows:

(a) Employee personnel action request data (format N01).

Social security account number.

SSAN check digit.

NOA code--Enter "894."

Effective date.

(b) Employee occupational data (format N12).

Social security account number.

SSAN check digit.

Employee step or rate--optional.

Basis of pay.

Salary.

Pay table code--if changed.

Pay rate determinant--if changed.

(c) Employee status and date data (format N14). Submit only if date of last equivalent increase is changed.

F-10. Pay adjustment to full-time, part-time, or intermittent employment. a. Concept.

(1) The pay adjustment to full-time, part-time, or intermittent employment action, NOA code 894, is an individual pay change action which, through the submission of time basis of

Appendix F--Continued

employment code change, results in the update of the employee record, the production of DA Form 2515, and the production of DA CIVPERSINS input (card 5 showing, in addition to basic identification data, NOA code (917), CIVPERSINS suffix code, effective date, and new time basis of employment code).

(2) The DA Form 2515 is technically reviewed, authenticated, and distributed. DA CIVPERSINS input is reviewed and transmitted to DA.

b. Input. The data elements cited below must be submitted to cause the system to update the employee master record, produce DA Form 2515, and produce DA CIVPERSINS input.

(1) Source. CPO (SF 52 or other authorization).

(2) Format. The following data elements will be completed using the codes specified in paragraph E-3, appendix B, and as follows:

(a) Employee personnel action request data (format N01).

Social security account number.

SSAN check digit.

NOA code--Enter "894."

Effective date.

(b) Employee status and date data (format N14).

Social security account number.

SSAN check digit.

Time basis of employment--Enter appropriate one-digit code:

1--Full time.

2--Part time.

3--Intermittent.

F-11. Administrative pay increase/decrease actions. a. Concept.

(1) The administrative pay increase/decrease actions, NOA codes 896 and 897, are individual pay change actions

Appendix F--Continued

which, through the submission of minimum change data, result in the update of the employee master record with the submitted data, production of DA Form 2515, and production of DA CIVPERSINS input (card 5 showing basic identification data, the NOA code (923), CIVPERSINS suffix code, effective date, and new salary).

(2) The required and optional input to be submitted is as described in b below.

(3) The DA Form 2515 is technically reviewed, authenticated, and distributed. DA CIVPERSINS input is reviewed and transmitted to DA.

b. Input. The data elements cited below must be submitted, and those indicated as optional must be submitted if these data are changed, to cause the system to properly process the actions.

(1) Source. CPO (SF 52 or other authorization).

(2) Format. The following data elements will be completed using codes specified in paragraph E-3, appendix B, and as follows:

(a) Employee personnel action request data (format N01).

Social security account number.

SSAN check digit.

NOA code--for pay increase, enter "896"; for pay decrease enter "897."

Effective date.

(b) Employee occupational data (format N12).

Social security account number.

SSAN check digit.

Employee step or rate--optional.

Basis of pay.

Salary.

Pay rate determinant--optional.

Appendix F--Continued

F-12. Step rate change actions. a. Concept.

(1) The step rate change action, NOA code 899, is an individual pay change action which results in the update of the employee master record step or rate, date entered step or rate, and salary data elements, production of DA Form 2515, and production of DA CIVPERSINS input (card 4 showing basic identification data, the NOA code, CIVPERSINS suffix code, effective date, new step or rate, and new salary).

(2) The required input to be submitted is as described in b below.

(3) The DA Form 2515 is technically reviewed, authenticated, and distributed. DA CIVPERSINS input is reviewed and transmitted to DA.

b. Input. The data elements cited below must be submitted to cause the system to properly process the actions.

(1) Source. CPC (SF 52 or other authorization).

(2) Format. The following data elements will be completed using codes specified in paragraph E-3, appendix B, and as follows:

(a) Employee personnel action request data (format N01).

Social security account number.

SSAN check digit.

NOA code--Enter "899."

Effective date.

(b) Employee occupational data (format N12).

Social security account number.

SSAN check digit.

Employee step or rate.

Basis of pay--if changed.

Salary.

Appendix F--Continued

WITHIN-GRADE INCREASE SUSPENSE LIST, PART A														
PRINTER FORMAT														
TITLE	0	1	2	3	4	5	6	7	8	9	10	11	12	13
1	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901
2	REPORT NO. 31	1	NCHA											
3	COMMAND CODE/UTC	XXXXXXX												
4														
5	ORG		C											
6	CODE	SSAN	D NAME											
7														
8														
9	XXXXXX	XX XX XXXX X	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XX	XX	XX	XX	XX/XX/XX					
10														
11	XXXXXX	XX XX XXXX X	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XX	XX	XX	XX	XX/XX/XX					
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
REMARKS:														

Figure F-1. DA Forms 2515 produced.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

F-19

Figure F-3. Saved rate listing.

| TITLE CIVPERSINS CARD 5 LISTING | | | | | | | | | | | | | PRINTER FORMAT | | | | | | | | | | | | |
|---------------------------------|--------------|------------|------------|------------|------------|------------|---------------|------------|------------|------------|------------|------------|----------------|--|--|--|--|--|--|--|--|--|--|--|--|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | |
| 1 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | | | | | | | | | | | | |
| 2 | NOA | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | SSAN | NAME | NOA | EFF DATE | SON | SALARY | DATE XX/XX/XX | PAGE | XXXX | RTN | N27NCOOR44 | | | | | | | | | | | | | | |
| 4 | XXXX-XX-XXXX | XXXXXX | XXXXXX | XX/XX/XX | XXXX | XXXX | XXXX | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | | | | | | | | | | | |

REMARKS:

REMARKS:

SECRET

Appendix G

PREPARATION OF DA FORM 1052 (EMPLOYEE PERFORMANCE RATING),
PERFORMANCE RATING AND CAREER APPRAISAL SUSPENSE LISTS,
AND EMPLOYEE MASTER RECORD UPDATE

G-1. Purpose. This appendix describes the AMC PMIS (US Army Materiel Command Personnel Management Information System) method of identifying requirements for, and producing DA Form 1052, producing performance rating and career appraisal suspense lists, and updating the employee master record.

G-2. System title--Performance ratings and career appraisals. Concept. The AMC PMIS performance rating and career appraisal system is a procedure which automatically:

- a. Produces DA Form 1052, heading only, for probationary or trial period rating 8 months after the probationary or trial period began.
- b. Produces DA Form 1052, heading only, for employees due an official performance rating recorded on a DA Form 1052, 3 months prior to the end of the rating period--adjusting "To" date of noncareerist GS employees to correspond to the anniversary of the date of last equivalent increase.
- c. Produces employee performance rating suspense list showing employees for whom a performance appraisal is due.
- d. Produces career appraisal suspense list showing employees due for a career appraisal, 2 months prior to the due date.
- e. Produces delinquent list of employee career appraisals for employees whose career appraisals are 1 or more months past due.
- f. Updates the employee master record as follows:
 - (1) When DA Form 1052 and career appraisal suspense lists are produced, suspense code T (DA Form 1052 prepared or career appraisal due) and date ((To) or due date) are entered in a suspense field.
 - (2) For noncareerists (career program code 00, DA Form 1052 prepared)--
 - (a) If performance rating and date are submitted, rating and date are entered in performance rating and date of rating, and suspense code T and date are deleted from the suspense field.

Appendix G--Continued

(b) If performance rating and date are not submitted on or subsequent to suspense code T date, code S (satisfactory) is entered in performance rating, suspense code T date ((To) date) is entered in date of rating, and suspense code T and date are deleted from the suspense field.

(3) For careerists (career program code not 00, career appraisal due)--

(a) Performance rating and date of rating are updated in the same manner as described in (2)(a) and (b) above, but suspense code T and date are not deleted.

(b) Suspense code T and date are deleted only upon receipt of suspense code T deletion.

Note. Upon receipt by the civilian personnel office (CPO) of completed DD Form 1559 (Employee Career Appraisal), and always subsequent to the due date, suspense code T deletion is prepared and submitted (N16 card).

(c) If suspense code T and date are present and the date is more than 1 month prior to the current date, the employee's name and data are entered on Report No. 32, Delinquent List of Employee Career Appraisals.

G-3. Input. The following input formats are to be completed, as necessary, to support the performance rating and career appraisal system.

a. Employee status and dates data (format N14). The employee status and dates data input card is the means by which employee performance rating and date of performance rating are entered into the master record. It is used for this purpose only when it is necessary to enter a performance rating of outstanding (code O) or a rating of unsatisfactory (code U)--rarely, if ever, does the system require that a rating of satisfactory (code S) be manually entered; it is also used to manually enter date or performance rating--only when it is necessary to override a system entered date.

(1) Source. CPO (DA Form 1052).

Appendix G--Continued

(2) Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|--|
| Document identifier code | 1-3 | Enter "N14." |
| Social security account number | 4-12 | Enter SSAN. |
| SSAN check digit | 13 | Enter SSAN check digit. |
| Civilian performance rating | 14 | Enter appropriate alphabetic code as follows:

O--Outstanding.
S--Satisfactory.
U--Unsatisfactory. |
| Date of performance rating | 15-20 | Enter six-digit, numeric date in month, day, and year sequence (999999). |
| Blank | 21-80 | Leave blank if no other entries are required. |

b. Employee suspense data (format N16). The employee suspense data input card is the means by which the system is notified that the employee career appraisal has been completed and received by the CPO. On or after the career appraisal due date, and after reports 27 and 32 have been run, and provided the career appraisal has been received, the employee suspense data card is prepared and submitted to delete the suspense code T and date.

(1) Source. CPO (DD Form 1559).

(2) Due date. Any time after the career appraisal due date--never before.

Appendix G--Continued

(3) Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|-------------------------|
| Document identifier code | 1-3 | Enter "N16." |
| Social security account number | 4-12 | Enter SSAN. |
| SSAN check digit | 13 | Enter SSAN check digit. |
| Suspense code | 14 | Enter "T." |
| Suspense date | 15-20 | Enter dash (-). |
| Blank | 21-80 | Leave blank. |

c. Reports request parameter data (format N75). The reports request parameter data input card is the means by which the AMC PMIS is directed to execute the performance rating and career appraisal system. At least once a month, this input format is submitted requesting reports 27 and 32 which, together produce the documents and lists and cause the updating of the employee master record as prescribed in paragraph G-2.

(1) Source. CP0.

(2) Due date. Should be submitted at least once a month, preferably in the beginning.

(3) Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---------------------|---|
| Document identifier code | 1-3 | Enter "N75." |
| Product number fields | 4-39 | Beginning in position four, enter two-digit report numbers "27" and "32" along with any other report numbers up to a total of 18. |

Appendix G--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|---|---------------------|---------------------|
| Retention register selection parameters | 40-79 | Leave blank. |
| Blank | 80 | Leave blank. |

G-4. Output. The following outputs are produced to support the performance rating and career appraisal system: DA Form 1052 (Heading only), employee performance rating suspense list, career appraisal suspense list, and delinquent list of employee career appraisals.

a. Employee Performance Rating (DA Form 1052). The DA Form 1052, used to assign probationary and trial period ratings and official performance ratings to noncareer program employees, produced by the system, is complete in all respects with the exception of those items required to be completed by the employee's supervisor. The forms are sorted alphabetically by employee name, within the first three positions of the organization code (i.e., to branch level), within command code, and unit identification code (UIC).

(1) Format. See figure G-1.

(2) Due date. For probational or trial period ratings, 8 months after probation or trial period began; for official performance ratings, 3 months prior to due date.

(3) Disposition. The DA Form 1052 along with a copy of the employee's performance rating suspense list (below), are distributed to the supervisor for completion of rating (and narration, if necessary).

b. Employee performance rating suspense list, report number 27, part I. The employee performance rating suspense list shows employees for whom a DA Form 1052 has been produced, the installation and organization name (to the branch level), employee name, SSAN, command code/UIC, organization code, and performance rating period "To" date. It is sorted alphabetically by employee name, within first three positions or the organization code.(i.e., the branch level), and within command code/UIC, with page break on the first three positions of the organization code. The list is used for reference and control of performance ratings due.

(1) Format. See figure G-2.

Appendix G--Continued

(2) Disposition. One copy of the employee performance rating suspense list (separated at page breaks) accompanies each group of DA Forms 1052 transmitted to the supervisor for completion. The remaining copy of the list is retained for reference and control of outstanding DA Forms 1052. Upon the return of all rating forms for employees shown thereon, the list may be retained or destroyed, at local option.

c. Career appraisal suspense list, report number 27, part II. The career appraisal suspense list shows all information to complete section I of DD Form 1559 for all career program enrolled employees due such an appraisal 2 months hence. It shows the installation and organization name (to the branch level), employee name, SSAN, position title (abbreviated), pay plan, occupation series, grade, command code/UIC, organization code, career program code, appraisal due date, and birth date. It is sorted alphabetically by employee name, within first three positions of organization code (i.e., the branch level), and within command code/UIC, with page break on the first three positions of the organization code. The list is used to prepare section I of the DD Form 1559, and for reference and control of career appraisals due.

(1) Format. See figure G-3.

(2) Due date. Two months prior to due date of the career appraisal.

(3) Disposition. One copy of the career appraisal suspense list (separated at page break), accompanied by a corresponding group of DA Forms 1559 (if prepared by the civilian personnel activity) is transmitted to the supervisor for completion of career appraisal for each employee listed. The remaining copy of the list is retained for reference and control of career appraisals due. Upon return of all appraisal forms for the employees shown thereon, the list may be retained or destroyed, at local option.

d. Delinquent list of employee career appraisals, report number 32. The delinquent list of employee career appraisals shows those career program enrolled employees for whom a career appraisal has not been submitted within 1 month after the due date. It shows, by each directorate, the employee name, SSAN, pay plan, occupation series, grade, command code/UIC, organization code, and date of last career appraisal of record. The listing is sorted alphabetically by employee name, within first position of organization code (i.e., the directorate level), within command code/UIC, with page break

Appendix G--Continued

on the first position of the organization code. It is used as a followup with the supervisor of the employee for whom a career appraisal is overdue.

(1) Format. See figure G-4.

(2) Due date. One month after the due date of the career appraisal and each month thereafter until the appraisal is completed.

(3) Disposition. One copy of the list (separated at each page break) is transmitted to the directorate. The remaining copy is retained for reference and control of overdue career appraisals received and outstanding. The list may be retained or destroyed, at local option, upon receipt of a new list.

Appendix G--Continued

| EMPLOYEE PERFORMANCE RATING | | | |
|--|--|---|--|
| For use of this form, see Civ Pers Reg 400, Chapter 430.C; the proponent agency is Office of the Deputy Chief of Staff for Personnel. | | | |
| 1. NAME (Capt) LAST - FIRST - MIDDLE | | MR. - MISS - MRS. 2. POSITION TITLE, NUMBER AND GRADE | |
| 3. NAME AND LOCATION OF EMPLOYING OFFICE | | | |
| 4. TYPE OF RATING:
<input type="checkbox"/> OFFICIAL PERFORMANCE RATING
<input type="checkbox"/> PROBATIONARY OR TRIAL PERIOD RATING (If this block is checked, Item 6 must be completed.) | | 5. RATING PERIOD:
FROM _____ TO _____ | |
| 6. FOR PROBATIONARY OR TRIAL PERIOD APPRAISALS, CHECK APPROPRIATE BOX BELOW. NO ADJECTIVE RATING IS REQUIRED. | | | |
| <input type="checkbox"/> THE EMPLOYEE'S ABILITY, CONDUCT, AND GENERAL CHARACTER TRAITS ARE SUCH THAT RETENTION IN THE FEDERAL SERVICE IS RECOMMENDED. | | | |
| <input type="checkbox"/> IT IS RECOMMENDED THAT THE EMPLOYEE BE SEPARATED FROM THE FEDERAL SERVICE FOR THE REASON(S) SHOWN ON THE ATTACHED STANDARD FORM 52. | | | |
| <p>The above named employee and the immediate supervisor have discussed the performance of the former during the rating period shown. The discussion included consideration of any major strengths and deficiencies in the employee's performance, and actions which both supervisor and employee can take to improve such performance, including training, self-development, and on-the-job assistance.</p> <p>Any deficiencies which are the basis for adverse action, including action to withhold a step, increase or to give an unsatisfactory rating, are described in detail on the reverse of this form or on attached sheets.</p> | | | |
| THE OFFICIAL RATING FOR THE PERIOD IS <u>1/</u> | | | |
| <input type="checkbox"/> OUTSTANDING
SUPERVISOR'S SIGNATURE _____ | | <input type="checkbox"/> SATISFACTORY
_____ | |
| <input type="checkbox"/> UNSATISFACTORY
EMPLOYEE'S SIGNATURE <u>2/</u> _____ | | DATE _____ | |
| REVIEWING OFFICIAL'S SIGNATURE _____ | | DATE _____ | |
| APPROVING OFFICIAL'S SIGNATURE _____ | | DATE _____ | |
| FOOTNOTES:
<u>1/</u> a. An Outstanding rating requires written justification prior to submission for approval. (See Appendix C. 1, CPR 400, Chapter 430).
b. For Satisfactory ratings, the reviewing official is the approving official, except that the Commanding Officer is the approving official for all ratings when he is the immediate supervisor of the employee concerned.
c. An Unsatisfactory rating requires a prior 90-day warning as provided for in CPR 400, Chapter 430.C, and must be reviewed by the Civilian Personnel Officer for regulatory compliance prior to approval.
<u>2/</u> Employee's signature on the form indicates only that the evaluation discussion has taken place, and that he or she is aware of the rating assigned or recommended. It does not constitute agreement with the rating. Employees have the right to have the final rating reviewed under procedures described in CPR 400, Chapter 430.C. | | | |

DA FORM 1052
MAY 69

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

EMPLOYEE'S COPY 1

Figure G-1. Employee performance rating.

G-9

Figure G-2. Employee performance rating suspense list.

Appendix G--Continued

CAREER APPRAISAL SUSPENSE LIST (CD 3300 VERSION)

REPORT NO. 27
PART II

CAREER APPRAISAL SUSPENSE LIST
HQ USA ELECTRONICS COMMAND
PERSONNEL TRAINING & FORCE DEVELOPMENT, MANPOWER DIVISION
SURVEY BRANCH, MANPOWER SECTION

03/31/71

PAGE 2

| NAME | POS
TITLE | SSAN | PAY PLAN-
SER-GRADE | CMD
CODE | UIC | ORG
CODE | CPC | DATE
TO | BIRTH
DATE |
|-----------------------|---------------------|-------------|------------------------|-------------|--------|-------------|-----|------------|---------------|
| NECTAR, CARRIE B. | BUDGET ANALYST | 418-22-1462 | GS-00560-09 | M2 | WOH8AA | CBABBA | 11 | 07/01/71 | 04/12/22 |
| GROSS, ARTHUR V. | BUDGET ANALYST | 422-25-1801 | GS-00560-09 | M2 | WOH8AA | CBABBC | 11 | 07/01/71 | 03/15/22 |
| IGO, HUGH O. | MANAGEMENT ANALYST | 402-36-1469 | GS-00343-09 | M2 | WOH8AA | CBABCB | 11 | 07/01/71 | 04/22/19 |
| JIBILLIAN, WILLIAM A. | PERS HGT SPECIALIST | 415-02-1422 | GS-00201-09 | M2 | WOH8AA | CBABCB | 10 | 07/01/71 | 08/14/22 |

Figure G-16--Continued. Example of a Career Appraisal Suspense List--Part II (Report No. 27).

Figure G-3. Career appraisal suspense list.

Appendix G--Continued

CAREER APPRAISAL SUSPENSE LIST (IBM 360 VERSION)

CAREER APPRAISAL

SPRINKLE, HAROLD L.
 IS DUE A CAREER APPRAISAL. INSTRUCTIONS FOR THE
 PREPARATION OF THE ATTACHED DD FORM 1559 MAY BE FOUND IN CIVILIAN PERSONNEL
 REGULATION 950-1. CAREER MANAGEMENT BASIC POLICIES AND REQUIREMENTS. THE DD FORM
 MUST BE COMPLETED AND RETURNED TO CIVILIAN PERSONNEL OFC NO LATER THAN 02/01/73.

CAREER FIELD - ENGINEERS AND SCIENTISTS
 CAREER CODE - 18
 *DATE OF APPRAISAL - 01/01/73
 POSITION - GS-06PC1-13, GENERAL ENGINEER
 JOB NO. - 00021895
 SOCIAL SECURITY NUMBER - 216-16-4337
 DATE OF BIRTH - 12/12/23
 DOD COMPONENT - ARMY
 ORGANIZATION -

U. S. ARMY MISSILE COMMAND

DIR PROD ASSURANCE, QUAL ENGR DIV, AIR DEF BR

REDSTONE ARSENAL ALA 0

*THIS DATE REPRESENTS THE OFFICIAL APPRAISAL DATE AND WILL BE ENTERED
 UNDER THE HEADING ENTITLED DATE OF APPRAISAL ON THE FIRST PAGE OF
 DD FORM 1559

PAGE NO 0058

Figure G-3--Continued.

REMARKS:[illegible]

Appendix H

PREPARATION OF DA FORM 279, SECTION II

H-1. Purpose. This appendix describes the AMC PMIS (US Army Materiel Command Personnel Management Information System) for defining and submitting requirements for, and producing DA Form 279 (Position Review and Group Action Request List), section II.

H-2. System title. Preparation of position review and group action request list.

H-3. Concept. The AMC PMIS position review and group action request list preparation system provides for the automated printing of the position review lists showing all employees and position data for preselected, organizationally coded data furnished with each request in relation to that same data in the employee master record file, i.e., command code, unit identification code (UIC), and organizational code (any 1-6 pos). When a match is encountered, selected employee elements of data are extracted, and when the examination of the employee master file has been completed, the extracted data are sorted, tables are interrogated for required narratives, and the entries for the list are printed. Since vacancy data are not contained in the employee master file, a blank page is inserted whenever the organization title changes to permit manual entry of data for any vacant positions.

H-4. Input. Position review list request data (format N76). The position review list data input format is the means by which the system is directed to select, sort, and print the data for a group of employees assigned to a specified organizational entity.

a. Source. CPO.

b. Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|----------------------------|----------------------------------|---|
| Document identifier code | 1-3 | Enter "N76." |
| Selection parameter fields | (4-73)
4-17
18-31
32-45 | Beginning in the first position of each field, enter command code, UIC, and organization code (1-6 pos) of the organizational segment(s) to be included in each list. A maximum of five lists can be requested at any one time. A minimum |

Appendix H--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Explanation</u> |
|---------------------|---------------------|---|
| | 46-59 | of command code and UIC must be entered; in addition, 1 through 6 organization code characters may be entered. Leave blank any unused low-order organization code positions of a parameter field. |
| | 60-73 | |
| Blank | 74-79 | Leave blank. |
| Form indicator | 80 | Leave blank for plain paper output; enter "1" for preprinted DA Form 279 output. |

H-5. Output. a. Position review list. The position review list shows all employees within the organization segment as specified in the request parameter field.

(1) If command code and UIC only were specified, all employees in the master file will be shown with matching command code and UIC.

(2) If 1 through 6 positions of the organization code also were specified, all employees in the master file will be shown with matching command code, UIC, and organization code positions with the specified positions. Entries are sorted by employee name, within position number, occupational series code suffix, occupational series, grade (high to low), pay plan within organization code (all 6 pos), and command code/UIC, with page break, insertion of blank page, and entering of new organization name occurring on change in organization code (all 6 pos); page numbering will begin at "1" upon change of selection parameter field.

b. Format. See figure H-1.

c. Audit instructions. Manually insert any vacancy position data applicable to each organization cited on intervening blank pages.

Figure H-1. Position Review and Group Action Request List.

Appendix I

PREPARATION OF RETENTION REGISTER

I-1. Purpose. This appendix describes the US Army Materiel Command Personnel Management Information System (AMC PMIS) method for defining requirements and producing retention registers.

I-2. System title. AMC PMIS preparation of retention registers.

I-3. Concept. a. The AMC PMIS preparation of retention registers system is a procedure which automatically produces retention registers for all or selected groups of employees, as requested. The register reflects retention standing of competing employees serving in positions not limited to 1 year or less in the competitive service, or of competing employees in the excepted service in the event of a reduction-in-force (RIF) and/or placement type action.

b. Normally, the registers include all serviced civilian Army and non-Army employees. However, the registers will include organizational interest employees (type-of-civilian record code D) when competitive area and competitive level codes are entered in the employee master record.

c. Retention registers are obtained by submitting AMC PMIS reports request parameter data input card containing Report No. 40, and making at least one entry in a retention register selection parameter field. Retention registers may be requested for all employees, for all employees in a competitive area, by competitive or excepted service within a competitive area, by pay plan within the first two criteria, by grade or level (and all lower grades within the first three criteria), and by specific competitive level. Up to four distinct selection criteria may be submitted at any one time.

d. Within the selection parameters submitted, the system will produce the retention registers. The service computation date (SCD) (RIF) as entered in the employee master record is reduced by 4 years if the employee has an outstanding performance rating. For manual adjustment as may be necessary, additional information, as follows, if in the employee master record, is shown.

Occupying obligated position (military service type).

Serving probational period.

Appendix I--Continued

Temporary promotion or reassignment.

Conversion to career conditional or career tenure due.

Statutory retention after military service.

Receipt of unsatisfactory performance rating.

Date of outstanding performance rating.

I-4. Input. a. AMC PMIS reports request parameter data (format N75). The reports request parameter data input card is the means by which AMC PMIS is directed to execute the system and the selection criteria, when retention registers are required.

b. Source. CPO (civilian personnel office).

c. Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|---|---------------------|---|
| Document identifier code | 1-3 | Enter "N75." |
| Product number fields | 4-39 | Beginning in position 4, enter two-digit product number 40. Other report requests may be entered at the same time, up to a maximum of 18. |
| Retention register selection parameters | 40-79 | Code from left to right, as follows, for registers being requested.

"All." Retention registers will be prepared for all employees.

<u>Competitive area code.</u> Retention registers will be prepared for all employees in the competitive area entered.

<u>Competitive area and position occupied.</u> Retention registers will be prepared for all employees in the competitive area per the |

Appendix I--Continued

| <u>Data element</u> | <u>Card
columns</u> | <u>Instructions</u> |
|---------------------|-------------------------|---|
| | | position occupied code entered
(competitive or excepted service). |
| | | <u>Competitive area, position
occupied, and pay plan.</u> Retention
registers will be prepared for
all employees in the competitive
area per the position occupied
code and pay plan entered. |
| | | <u>Competitive area, position
occupied, pay plan, and grade.</u>
Retention registers will be pre-
pared for all employees in the
competitive area per the posi-
tion occupied code, pay plan,
grade entered, and all grades
lower in sequence. |
| | | <u>Competitive area, position
occupied, pay plan, grade, and
competitive level.</u> Retention
register will be prepared for
all employees in the competitive
area per the position occupied
code, pay plan, grade, and
competitive level code entered. |

Note. A maximum of four selection parameters can be entered for any one computer run. If more are required; additional format(s) N75 must be prepared as above.

Blank 80 Leave blank.

I-5. Output. a. Retention register, Report No. 40.

(1) The retention register contains employee data broken out by individual competitive levels for use in the event of a RIF and/or placement type actions. Employees shown are classed in retention groups I, II, or III on the basis of tenure, and within each group to reflect employees with veterans preference (subgroup A) and those without preference (subgroup B). Employees are ranked by SCD for RIF purposes, reflecting creditable service and performance rating as may be applicable, within subgroups in the order of earliest SCD (RIF). If there are no employees within a subgroup, the word "NONE" is printed.

Appendix I--Continued

(2) Normally, the retention register will consist of two parts for each competitive level. The first part will contain position titles and organization titles of the employees shown in the second part. The second part, the retention register itself, shows the complete competitive level code (combination of pay plan, grade, and competitive level code), whether competitive or excepted service, group and subgroup, employee name, position title (abbreviated), occupation series, command code/unit identification code (UIC), organization code, position number, physical handicap code, and SCD (RIF) in year, month, and day sequence, followed by applicable notes and dates of conditions which may require alteration of the employee's retention standing. Noncompeting temporary employees in the same competitive level, if any, will be shown separately, following the competing employees.

b. Format. See figure I-1.

c. Output audit instructions. Review notes and, as necessary, make manual adjustments to the employee's retention standing and/or competitive level.

d. Disposition. After use, retain or destroy per applicable regulations.

| TITLE RETENTION REGISTER | | | | | | | | | | | | | |
|--------------------------|-------------------|------------|----------------|--------------|--------------|--------------------|------------|------------|------------|------------|------------|------------|------------|
| PRINTER FORMAT | | | | | | | | | | | | | |
| POSITION TITLE SECTION | | | | | | | | | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 |
| 1 | REPORT NO. 44 | | TASK NO. 44 | | | RETENTION REGISTER | | 89/99/99 | | PAGE NO. | BBB | RIN | N27NCOR0HH |
| 2 | COMPETITIVE AREA | XX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | COMPETITIVE LEVEL | XX | 99-99 | | LETTER | ISSUE DATE | | |
| 3 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 4 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 5 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 6 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 7 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 8 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 9 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 10 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 11 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 12 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 13 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 14 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 15 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 16 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 17 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 18 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 19 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 20 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 21 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 22 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 23 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |
| 24 | COMPETITIVE LEVEL | | POSITION TITLE | | | | | | | | | | |

REMARKS:

THERE MAY NOT BE A PAGE BREAK BETWEEN THE DIFFERENT SECTIONS OF THE RETENTION REGISTER.

Figure I-1. Retention Register.

| TITLE RETENTION REGISTER | | | | | | | | | | | | | PRINTER FORMAT | | | | | | | | | | | | | ORGANIZATION TITLE SECTION | | | | | | | | | | | | | | | |
|--------------------------|--------------------|------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|----|--------------------|------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------------|--------------|----|--------------------|------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | REPORT NO. | 17 | | | | | | | | | | | | 1 | REPORT NO. | 17 | | | | | | | | | | | | 1 | REPORT NO. | 17 | | | | | | | | | | | |
| 2 | COMPETITIVE AREA | XX | XXXXXXXXXXXX | SERVICE | | | | | | | | | | 2 | COMPETITIVE AREA | XX | XXXXXXXXXXXX | SERVICE | | | | | | | | | | 2 | COMPETITIVE AREA | XX | XXXXXXXXXXXX | SERVICE | | | | | | | | | |
| 3 | COMPETITIVE LEVEL | XX | 99-99 | 999 | | | | | | | | | | 3 | COMPETITIVE LEVEL | XX | 99-99 | 999 | | | | | | | | | | 3 | COMPETITIVE LEVEL | XX | 99-99 | 999 | | | | | | | | | |
| 4 | COMPETITIVE METHOD | | | | | | | | | | | | | 4 | COMPETITIVE METHOD | | | | | | | | | | | | | 4 | COMPETITIVE METHOD | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | 5 | | | | | | | | | | | | | | 5 | | | | | | | | | | | | | |
| 6 | COMMAND | ULC | ORG | ORGANIZATION | NARRATIVE | | | | | | | | | 6 | COMMAND | ULC | ORG | ORGANIZATION | NARRATIVE | | | | | | | | | 6 | COMMAND | ULC | ORG | ORGANIZATION | NARRATIVE | | | | | | | | |
| 7 | CODE | | | | | | | | | | | | | 7 | CODE | | | | | | | | | | | | | 7 | CODE | | | | | | | | | | | | |
| 8 | XX | XXXX | XX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | 8 | XX | XXXX | XX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | 8 | XX | XXXX | XX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX |
| 9 | XX | XXXX | XX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | 9 | XX | XXXX | XX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | 9 | XX | XXXX | XX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX |
| 10 | | | | | | | | | | | | | | 10 | | | | | | | | | | | | | | 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | 11 | | | | | | | | | | | | | | 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | 12 | | | | | | | | | | | | | | 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | 13 | | | | | | | | | | | | | | 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | 14 | | | | | | | | | | | | | | 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | 15 | | | | | | | | | | | | | | 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | 16 | | | | | | | | | | | | | | 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | 17 | | | | | | | | | | | | | | 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | 18 | | | | | | | | | | | | | | 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | 19 | | | | | | | | | | | | | | 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | 20 | | | | | | | | | | | | | | 20 | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | 21 | | | | | | | | | | | | | | 21 | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | 22 | | | | | | | | | | | | | | 22 | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | 23 | | | | | | | | | | | | | | 23 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | 24 | | | | | | | | | | | | | | 24 | | | | | | | | | | | | | |

IF THE LAST PAGE OF THE PREVIOUS SECTION IS NOT FILLED TO A SATISFACTORY EXTENT THE FIRST PAY OF THIS SECTION WILL APPEAR ON THE SAME PAGE.

I-7

Figure 1-1--Continued

Appendix J

RECURRING REPORTS, LISTINGS, AND ROSTERS (INCLUDING EMPLOYEE MASTER RECORD UPDATE)

J-1. Purpose. This appendix describes the US Army Materiel Command Personnel Management Information System (AMC PMIS) method for submitting requirements to process, update actions for the employee master record, and produce recurring reports, listings, and rosters.

J-2. System title. AMC PMIS general management information recurring reports, listings, and rosters.

J-3. Concept. a. The AMC PMIS recurring, fixed-format report, listings, and roster preparation is a procedure which automatically produces reports, listings, and rosters, as requested, and at the same time, if applicable, performs selected update actions to the employee master record. The system products, described in detail in paragraph J-5, are as follows:

| <u>Product
number</u> | <u>Title</u> |
|---------------------------|--|
| 01 | Alphabetical Roster. |
| 02 | Pay Plan Roster. |
| 03 | Personnel by Major Organization Listing. |
| 04 | Management--Employee Relations Report. |
| 05 | Social Security Account Number Roster. |
| 06 | Locator Roster. |
| 08 | New Supervisory Position Report. |
| 09 | Civilian Security Clearance Roster. |
| 10 | TAPER Employees Report. |
| 20 | Suspense Data List A. |
| 21 | Suspense Data Deletion List A. |
| 22 | Suspense Data List B. |

Appendix J--Continued

| <u>Product
number</u> | <u>Title</u> |
|---------------------------|---|
| 23 | Suspense Data Deletion List B. |
| 24 | Suspense Data List C. |
| 25 | Suspense Data Deletion List C. |
| 29 | Length-of-Service Award Suspense Listing. |
| 41 | Geographic Distribution of Federal
Civilian Employees. |
| 43 | Civilian Personnel Strength Report. |
| 44 | Aging Index by Major Organization Report. |
| 46 | Activity Position Control Report. |
| 47 | Number of Employees by Position Number
Report. |
| 48 | Strength Report Companion Listing. |
| 49 | Intermittent Employee Listing. |

b. The system produces the products, as requested, by submitting the AMC PMIS reports request parameter data input card containing the product number of the report required. For the three suspense data deletion lists (product numbers 21, 23, and 25 above), when the suspense date applicable to the suspense action shown on the list is equivalent to or past the current date, the suspense code, and date are deleted from the employee master record and such deletion is entered on the deletion list.

J-4. Input. a. AMC PMIS reports request parameter data (format N75). The reports request parameter data input card directs AMC PMIS to execute the system and select criteria to be applied when fixed format, recurring reports, listings, and rosters are required.

CPO (civilian personnel office).

Appendix J--Continued

c. Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|---|---------------------|---|
| Document identifier code | 1-3 | Enter "N75." |
| Product number fields | 4-39 | Beginning in position four, enter the two-digit product number(s) being requested (para J-3), and described in detail in paragraph J-5. Leave no spaces between successive report request numbers. A maximum of 18 different reports (products) may be requested per input card, per day. |
| Retention register selection parameters | 40-79 | Leave blank. |
| Blank | 80 | Leave blank. |

J-5. Outputs. a. Alphabetical roster, report 01 (fig J-1).
The alphabetical roster shows the following information for each employee, sorted alphabetically by employee name.

Employee name.

Social security account number (SSAN).

SSAN check digit.

Pay plan, occupation series, grade, and step.

Date of birth.

Service computation date (SCD).

Command code and unit identification code (UIC).

Organization code.

Date EOD (entry on duty) present station.

Date EOD civil service.

Duty station location code.

Appendix J--Continued

b. Pay plan roster, report 02 (fig J-2). The pay plan roster shows the following information for each serviced employee sorted by name, within step, within grade, within occupation series, within pay plan, with page break on pay plan change:

Employee name.

Pay plan, series, grade, and step.

Command code and UIC.

Organization code.

Position number.

Position title (abbreviated).

Competitive level code.

Duty station location code.

c. Personnel by major organization listing, report 03 (fig J-3). The personnel by major organization listing shows the following information for each employee, sorted by name, within first three positions of the organization code, within command code/UIC, with page break and change of organization name at the top of each page on change of the organization code or command code/UIC.

Employee name.

Social security account number.

SSAN check digit.

Pay plan, occupation series, grade, and step.

Position number.

Service computation date.

Budget project account number.

TDA paragraph and line.

Organization code.

Duty station location code.

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d. Management--employee relations report, report 04 (fig J-4). The management--employee relations report shows the following information for each serviced employee, sorted by name within supervisory status, within the first three positions of the organization code, within command code/UIC, with page break on change of the first position of the organization code or command code/UIC.

Employee name.

Pay plan, occupation series, and grade.

Position title (abbreviated).

Organization code (command code/UIC shown at top left of each page).

Organization code (first three positions).

Duty station/location code.

Supervisory indicator (blank or S--supervisory).

Note. The supervisory indicator is derived by examining the pay plan and job number. If pay plan is "WS" or "WN," supervisory indicator code S is entered. If pay plan first position is not "W," and job number ends in "S," supervisory code S is entered. Otherwise, supervisory indicator code is left blank.

e. Social security account number roster, report 05 (fig J-5). The social security account number roster shows the following information for each employee, sorted by SSAN.

Social security account number.

SSAN check digit.

Employee name.

Pay plan, occupation series, grade, and step.

Command code and UIC.

Organization code.

Duty station location code.

Appendix J--Continued

f. Locator roster, report 06 (fig J-6). The locator roster shows the following information, for each employee, sorted alphabetically by employee name.

Employee name.

Social security account number.

Command code and UIC.

Organization code.

Office symbol.

Duty station narrative.

g. New supervisory position report, report 08 (fig J-7). The new supervisory position report shows the following information for each serviced employee who has been appointed to or reassigned to a different supervisory position within the preceding 60 days, with new temporary supervisors annotated, sorted alphabetically by name.

Employee name.

Position title (abbreviated).

Pay plan, occupation series and grade.

Command code and UIC.

Organization code.

Duty station location code.

Date entered pay plan.

Date entered position title.

Note. The criteria for entry on the listing is derived by examining pay plan, date entered pay plan, date entered position title, and position number. If pay plan is "WS" or "WN" and date entered pay plan or date entered position title is within 60 days prior to the current date, the employee is entered on the report. If pay plan is not "WS" or "WN," but last position of position number is "S" and date entered position title is within 60 days prior to the current date, the employee is entered on the report.

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h. Civilian security clearance roster, report 09 (fig J-8). The civilian security clearance roster shows the following information for each serviced employee, sorted alphabetically by name, within command code/UIC with page break and change of command code/UIC at the top left of each page on change of UIC or command code.

Organization code.

Duty station location code.

Employee name.

Social security account number.

Security clearance--if none, entries will be blank.

Date of clearance--if none, entries will be blank.

Type of investigation--if none, entries will be blank.

Date of investigation--if none, entries will be blank.

i. TAPER employees report, report 10 (fig J-9). The TAPER employees report shows the following information, for each serviced employee, who is serving under a temporary appointment pending establishment of a register, sorted alphabetically by name, within occupation series, within grade or level, within pay plan, with page break on change of pay plan.

Pay plan, occupation series, and grade.

Position title (abbreviated).

Position number.

Employee name.

Command code and UIC.

Organization code.

Duty station location code.

j. Suspense data list A, report 20 (fig J-10). The suspense data list A shows the following information for each serviced employee who has a suspense item pending, upon which action must be taken within the leadtime indicated. sorted

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alphabetically by name, within organization code, within command code/UIC, with page break and change of command code/UIC at the top left of each page on change in UIC or command code.

Organization code.

Duty station location code.

Employee name.

Pay plan, occupation series, and grade.

| <u>Suspense item</u> | <u>Leadtime</u> |
|-----------------------------|-----------------|
| Detail. | 30 days |
| Temporary/term appointment. | 60 days |
| Temporary promotion. | 60 days |
| Salary retention. | 60 days |
| Placement followup. | 30 days |
| Mandatory retirement. | 90 days |

k. Suspense data deletion list A, report 21 (fig J-11).
The suspense data deletion list A shows the following information for each serviced employee who has had a suspense item (suspense code and date) automatically deleted from the master record (the suspense date having been reached), sorted alphabetically by name, within organization code and within command code/UIC, with page break and change of command code/UIC at the top left of each page on change in UIC or command code.

Organization code.

Employee name.

Pay plan, occupation series, and grade.

Suspense item

Detail.

Temporary/term appointment.

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Temporary promotion.

Salary retention.

Placement followup.

Mandatory retirement.

1. Suspense data list B, report 22 (fig J-12). The suspense data list B shows the following information for each serviced employee who has a suspense item pending, upon which action is to be taken within the leadtime indicated, sorted alphabetically by name, within organization code, within command code/UIC, with page break and change of command code/UIC at the top left of each page on change in UIC or command code.

Organization code.

Duty station location code.

Employee name.

Pay plan, occupation series, and grade.

| <u>Suspense item</u> | <u>Leadtime</u> |
|--------------------------------|-----------------|
| Training obligation. | 30 days |
| Training followup. | 30 days |
| Periodic physical examination. | 30 days |
| Written reprimand. | 30 days |

m. Suspense data deletion list B, report 23 (fig J-13). The suspense data deletion list B shows the following information, for each serviced employee, who has had a suspense item (suspense code and date) automatically deleted from the master record (the suspense date having been reached), sorted alphabetically by name, within organization code, and within command code/UIC, with page break and change of command code/UIC at the top left of each page on change of UIC or command code.

Organization code.

Duty station location code.

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Employee name.

Pay plan, occupation series, and grade.

Suspense item

Training obligation.

Training followup.

Periodic physical examination.

Written reprimand.

n. Suspense data list C, report 24 (fig J-14). The suspense data list C shows the following information, for each serviced employee, who has a suspense item pending, upon which action is to be taken within the leadtime indicated, sorted alphabetically by name, within organization code, and within command code/UIC, with page break and change of command code and UIC at the top left of each page on change in UIC or command code.

Organization code.

Duty station location code.

Employee name.

Pay plan, occupation series, and grade.

Suspense item

Leadtime

Obligated position.

30 days

Conversion to career or
career conditional.

30 days

Administrative pay increase/
decrease.

30 days

Leave without pay.

30 days

Statutory retention after
military service.

30 days

o. Suspense data deletion list C, report 25 (fig J-15). The suspense data deletion list C shows the following information, for each serviced employee, who has had a suspense

Appendix J--Continued

m (suspense code and date) automatically deleted from the employee master record (the suspense date having been reached), listed alphabetically by name, within organization code, and within command code/UIC, with page break and change of command code/UIC at the top left of each page on change of UIC or command code.

Organization code.

Duty station location code.

Employee name.

Pay plan, occupation series, and grade.

Suspense item

Obligated position.

Conversion to career or career-conditional.

Administrative pay increase/decrease.

Leave without pay.

Statutory retention after military service.

p. Length-of-service award suspense listing, report 29 (fig J-16). The length-of-service award suspense list shows the following information for each serviced employee who is eligible for 10, 20, or 30-year service awards during the following month, sorted alphabetically by name within length of service award.

Employee name.

Command code and UIC.

Organization code.

Pay plan and grade.

Service computation date.

Date entered-on-duty present station.

Suspense code (code G (length of service award due other than normal) if entered in employee master record).

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Suspense date (if code G entered in employee master record).

Length of service.

q. Geographic distribution of Federal civilian employees, report 41 (fig J-17). The geographic distribution of Federal civilian employees report shows the following information in statistical totals for all serviced employees, summarized by the number of employees within pay plan, within UIC and command code, and within each duty station, with page break and change of duty station name in report heading on change in duty station location code.

Duty station name (in heading).

Command code.

Unit identification code.

GS (total).

WG (total WG, WL, WS, WD, WN).

Other (total).

Total employees.

r. Civilian personnel strength report, report 43 (fig J-18). The civilian personnel strength report shows the following information in statistical totals for all employees in a pay status, summarized by the number of employees within each tenure group and pay plan within organization code, within UIC or command code.

Organization code.

Permanent GS/WG.

Total permanent.

Temporary GS/WG.

Part-time GS/WG.

Intermittent GS/WG.

Total permanent, temporary, part time, and intermittent.

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GW (total).

YV (total).

WW (total).

Total all.

. Aging index by major organization report, report 44 J-19). The aging index by major organization report information as follows in statistical totals for all employees summarized in age groupings and total employees, organization code first position (i.e., directorate), in UIC, and within command code, and in addition, shows total number and average age within each command code.

Part I

Command code.

Unit identification code.

Organization code (first position).

Age groupings:

15-34

35-44

45-54

55-90

Part II

Command code and unit identification code.

Total personnel.

Average age.

. Activity position control report, report 46 (fig J-20). Activity position control report shows the following information in statistical totals for all full-time employees summarized by the number by grade within each pay plan, and by average grade for each pay plan within summary statistics, within the organization code first two positions

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(i.e., division level) and first position (i.e., directorate level), within UIC, and within command code, with page break and change of organization narrative in heading on change in organization code first two positions, UIC, or command code.

Organization name (in heading).

Grade.

Pay plan.

GS.

WG.

WL.

WS.

WP.

WM.

WD.

WN.

Other.

u. Number of employees by position number report, report 47 (fig J-21). The number of employees by position number report shows the following information in statistical totals (as feeder data for RCS CSGPA-549(R3) (Civilian Personnel Program Report-All Employees Except Foreign)), for all serviced employees, summarized by the number of employees by position number within each organization code, with page break, employee totals, and organization name and command code/UIC with change in heading on change in the organization code first position (i.e., directorate) UIC, or command code.

Organization name (in heading).

Organization code.

Position number.

Total.

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v. Strength report companion listing, report 48 (fig J-22).
The strength report companion listing shows the following information for all employees, sorted by name, within grade, within pay plan, within organization code, within UIC, and within command code, with page break and change of command code/UIC in top left of each page on change in UIC or command code.

Command code and UIC (in heading).

Employee name.

Pay plan.

LWOP indicator code.

Time basis of employment code.

Tenure group.

Social security account number.

SSAN check digit.

Organization code.

w. Intermittent employee listing, report 49 (fig J-23).
The intermittent employee listing shows the following information for all serviced Department of the Army (DA) employees who are intermittently employed, sorted by SSAN. Additionally, a punched card is produced for each employee in DA CIVPERSINS (DA Civilian Personnel Information System) card 5 format.

Listing.

For month ending (in heading).

Social security account number.

Employee name.

Worked--yes/no.

Punched card (DA CIVPERSINS card 5)

Card columns

Entry

1

Constant "5."

2-10

Social security account number.

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| <u>Card columns</u> | <u>Entry</u> |
|---------------------|--|
| 11-15 | First five characters of employee name. |
| 16-20 | Constant "932SS." |
| 21-26 | Last day of month date in month, day, and year sequence. |
| 27-30 | Submitting office number (SON). |
| 31-80 | Blank. |

J-6. System title. AMC PMIS equal employment opportunity (EEO) reports and listings.

J-7. System concept. a. The AMC PMIS EEO reports and listings preparation is a procedure which merges the employee master record file with a minority group designator file (punched cards under the custody of the EEO officer) and produces an array of fixed-format minority group listings and statistics. The system products, described in detail in paragraph J-9, are as follows:

- (1) Minority Group Employee Listing.
- (2) Minority Group/Female--Seniority vs Grade Listings.
- (3) Ethnic Group Statistics.
- (4) Sextistics.
- (5) Ethnic Group Statistics--Female.
- (6) Minority Group Supervisory Listing.
- (7) Minority Group Female Supervisory Listing.
- (8) Female Supervisory Listing.

b. The system produces the products when requested by the EEO officer of the data processing activity, and all products are printed centrally at the data processing activity. The products, however, are grouped as follows:

- (1) The minority group employee listing is always produced.

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(2) The minority group/female--seniority vs grade report is produced when requested.

(3) The remaining six reports and listings are produced as a group--they cannot be requested singly.

c. Upon completion of the computer run, the merged employee master record/minority group data file is released and can no longer be accessed.

J-8. Input. The input to the system consists of a DA CIVPERSINS I card 3 plus a control card.

a. DA CIVPERSINS I card 3.

(1) The DA CIVPERSINS I card 3 is to be prepared for at least each minority group employee and may, at local option, be prepared for all other employees. In either case, all card 3's will be under the custody of the EEO officer. The civilian personnel activity will provide the EEO officer a duplicate card 3 upon accession of an employee, and will notify the EEO of any losses.

(2) Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|---|
| Card number | 1 | Enter "3." |
| Social security account number | 2-10 | Enter employee's SSAN less hyphens. |
| Minority group code | 11 | Enter "1," "2," "3," "4," or "7" (0, 5, or 6 will be converted to 7 within this reporting procedure). |
| Submitting office number | 12-15 | Enter SON. |
| Blank | 16-80 | Leave blank. |

b. Minority data control card.

(1) The minority data control card is to be prepared for each installation DA CIVPERSINS I card 3 file. It identifies to the computer the installation identity (depot code) and indicates to the computer whether the DA CIVPERSINS

Appendix J--Continued

I card 3 file consists of only minority group employee data or both nonminority group and minority group employee data. It must always be placed as the first card of the card 3 file

(2) Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|---------------------|---------------------|---|
| Card number | 1 | Enter "3." |
| | 2-10 | Enter nine zeros (000000000). |
| Installation code | 11 | Enter depot code as provided by the data processing activit |
| File content code | 12 | Enter one of the following codes, as appropriate.

D--minority group employees only.
A--all employees. |
| Blank | 13-80 | Leave blank. |

c. AMC PMIS employee status and date card (format N14). As the EEO system accesses date of EOD present station to display "seniority" data on a report, this date must be entered (if not already automatically or manually entered) on the employee master record. Input format N14 is to be used for entering or correcting this data entry, if required.

J-9. Output. Output of the AMC PMIS EEO system are the reports and listings described in a through g below, and include data for all serviced employees, regardless of pay status.

a. Minority group employee listing (fig J-24). The minority group employee listing shows the following information for each minority group (code 1, 2, 3, or 4) employee, sorted by SSAN within ethnic group code. This report is produced each time the system is run.

- (1) Social security account number.
- (2) Employee name.
- (3) Ethnic group code.
- (4) Organization code.

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b. Minority group/female--seniority vs grade listings (fig J-25). The minority group/female seniority (at installation) vs grade listings shows the following statistical tabulations at the third organization code level, with rollups at the second and first organization code levels, at the UIC and command code levels, and at the all employees serviced level. On succeeding pages, minority group tabulations are followed by the female group tabulations.

(1) Grade range.

(a) Seniority (1-4, 5-10, 11-15, and over 15 years at the installation).

(b) Grade range total.

(2) Within each grade and seniority range.

(a) Total number all employees.

(b) Number minority group or female.

(c) Percentage minority group or female.

c. Ethnic group statistics (fig J-26). The ethnic group statistical report shows the following tabulations by pay plan and grade at the second organization code level, with rollups at the first organization code level, at the UIC and command code levels, and at the all employees serviced level.

(1) Number of employees and percentage for each ethnic code and summarized by ethnic code.

(2) Number of employees.

(3) Percentage of all employees.

(4) Average grade (by pay plan).

(5) Average years at installation.

(6) Average years of education.

d. Sextistics (fig J-27). The sextistics report shows the following statistical tabulations by pay plan and grade at the second organization code level, with rollups at the first organization code level, at the UIC and command code levels, and at the all employees serviced levels.

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- (1) Number of employees.
- (2) Percentage of all employees.
- (3) Average grade (by pay plan).
- (4) Average years at installation.
- (5) Average years of education.

e. Ethnic group statistics--female (fig J-28). The ethnic group statistics report shows the following statistical tabulations by pay plan and grade at the second organization code level for all female employees, with rollups at the first organization code level, at the UIC and command code levels, and at the all employees serviced level.

- (1) Number of female employees and percentage for each ethnic code and summarized by ethnic code.
- (2) Number of female employees.
- (3) Percentage of all female employees.
- (4) Average grade (by pay plan).
- (5) Average years at installation.
- (6) Average years of education.

f. Minority group supervisory listing (fig J-29). The minority group supervisory listing shows the following information for each minority group supervisor, sorted by ethnic code within organization code.

- (1) Social security account number.
- (2) Employee name.
- (3) Ethnic code.
- (4) Organization code.
- (5) Pay plan and grade.
- (6) Position title (abbreviated).

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g. Minority group female supervisory listing (fig J-30). The minority group female supervisory listing shows the following information for each minority group female supervisor, sorted by ethnic code within organization code.

- (1) Social security account number.
- (2) Employee name.
- (3) Ethnic code.
- (4) Organization code.
- (5) Pay plan and grade.
- (6) Position title (abbreviated).

h. Female supervisory listing (fig J-31). The female supervisory listing shows the following information for each female supervisor, sorted by ethnic code within organization code.

- (1) Social security account number.
- (2) Employee name.
- (3) Ethnic code.
- (4) Organization code.
- (5) Pay plan and grade.
- (6) Position title (abbreviated).

J-10. System title. AMC PMIS leave reports.

J-11. System concept. a. The AMC PMIS leave reports preparation system is a procedure which extracts data from the AMC PMIS employee master record file and from STARCIPS-1 (Standard Army Civilian Pay System), to produce an employee leave master file which is used to produce fixed-format leave tabulation and analysis statistics. The system products, described in detail in paragraph J-13, are as follows:

- (1) Leave report--pay period.
- (2) Monthly/quarterly sick leave report.

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b. The system produces the products when requested by the civilian personnel activity through the submission of input card format N77, leave report parameter card.

c. The leave report--pay period must be requested at least once each pay period, preferably over the weekend following the printing of the pay checks for the previous pay period.

d. The monthly/quarterly sick leave report must be requested following the printing of the pay checks for the last pay period ending within the month/quarter.

e. Additions, changes, and deletions to the employee leave master file are accomplished concurrent with the processing of personnel actions--no separate input need be submitted.

J-12. Input. The input to the AMC PMIS leave reporting system consists of an input card format N12, with card columns 45 and 46 (scheduled hours) completed if the employee has a regular work schedule of other than 40 hours per administrative work-week, and leave report request parameter input card format N77, prepared as follows:

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---------------------|---|
| Document identifier code | 1-3 | Always "N77." |
| Pay period ending date | 4-9 | Enter the <u>ending date</u> of the last pay period data to be included in the report(s), in month, day, and year sequence. |
| Report indicator | 10 | Enter one of the following codes each time report(s) are requested.

1--Produces both pay period report only.
2--Produces both pay period and month reports.
3--Produces pay period and quarterly reports. (<u>Note</u> . Will also include monthly reports if code 3 (cc 11) had previously been entered. |

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| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|------------------------------|---------------------|---|
| Report category | 11 | Enter one of the following codes only when reporting category is being changed.

1--Accumulate data for pay period and quarterly reports only.
2--Accumulate data for pay period and monthly reports only.
3--Accumulate data for pay period and monthly and quarterly reports. |
| Organization level indicator | 12 | Enter lowest organization code level (1-6) at which data are initially desired--rollups will automatically be made at all higher levels. |
| Suppression code | 13 | Enter an "S" to suppress printing of pay period report--monthly or quarterly reports will continue to be printed. |
| Blank | 14-80 | Leave blank. |

J-13. Output. Output of the AMC PMIS leave reporting system are described in a and b below, and include data for all full and part-time employees serviced by the activity for both civilian personnel and payroll.

a. Leave report--pay period (fig J-32). The leave report--pay period shows the following statistical tabulations for the specified pay period at the third organization code level, with rollups at the second and first organization code level, and at the UIC and command code levels. Page break occurs whenever the second organization code changes and a new heading showing the command code, UIC, organization name (per the first and second organization codes), pay period ending date, and page number is printed.

Organization code (through third position).

Annual leave.

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Sick leave.

LWOP.

AWOP.

Other leave.

Total leave.

Note. Above leave totals do not include maternity leave or sick leave pending disability retirement (below).

Available hours.

Percent of sick leave, annual leave, and other leave to available hours.

Maternity and sick leave pending disability retirement.

Sick.

Other.

Total.

b. Quarterly sick leave report (fig J-33). The quarterly sick leave report shows the following statistical tabulations of the number of employees within ranges of sick leave hours (exclusive of maternity and pending disability retirement) used during all pay periods, ending within the quarter at the third organization code (e.g., branch) level, with rollups at the second and first organization code levels and at the UIC and command code levels.

Leave category.

1-7 hours used

8-16 hours used

17-40 hours used

41-80 hours used

Sex.

Male

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Age.

Under 30

30-45

46-60

Over 60

Length of service.

Under 5 years

5-20 years

21-30 years

Over 30 years

Grade.

GS-1-6

GS-7-11

Above GS-11

WG/WL 1-7

Above WG/WL-7

WS all grades

All others

Quarterly totals.

Employees (number) using sick leave

Hours (sick leave used)

Other leave categories (number of employees).

No sick leave

Over 80 hours

During 1 pay period

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During 2 pay periods

During 3 pay periods

During 4 pay periods

During 5 pay periods

During 6 pay periods

During 7 pay periods

J-14. System title. Employee master record code/narrative printout.

J-15. System concept. The employee master record code/narrative printout procedure provides the capability of printing a single or group of single, an organizational or group of organizational, or all employee master records with in-the-clear translations of most codes, thus eliminating the need to refer to appendix A or D. Through the use of the printout parameter input card, DIC N78, the desired records may be selected for printout. The printout identifies each data element by name, the code per the employee master record and, in most instances, the narrative translation of that code, with one record per page. Within the designated groups, records may be sorted either by employee name or by SSAN; when all records are requested, they are first sorted organizationally through the fourth organizational code level.

J-16. Input. The input to the AMC PMIS master record printout system consists of a printout request parameter input card format N78, prepared as follows:

a. All records requested.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---------------------|----------------------------|
| Document identifier code | 1-3 | Always "N78." |
| Parameter field | 4-6 | Enter "ALL." |
| Blank | 7-75 | Leave blank. |
| Sort code | 76 | Enter code as appropriate. |

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| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|---------------------|---------------------|--|
| | | Blank--Records will be sorted in SSAN sequence within fourth organization code level.
A--Records will be sorted in employee name (first nine positions) sequence within fourth organization code level. |
| Blank | 77-80 | Leave blank. |

b. Organizational groups requested.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---|---|
| Document identifier code | 1-3 | Always "N78." |
| Parameter fields | (4-75)
4-15
16-27
28-39
40-51
52-63
64-75 | Beginning in the first position of each field, enter command code, UIC, and organization code (1 to 4 positions) of the organizational segment(s) for which employee master record printouts are desired. A maximum of six groups can be requested at any one time. As a minimum, command code must be entered; the UIC, plus up to four organization code characters may be entered. Leave blank any unused UIC or low-order organization code positions of a parameter field. |
| Sort code | 76 | Enter code as appropriate.

Blank--Records will be sorted in SSAN sequence within each organization group requested.
A--Records will be sorted in employee name (first nine positions) sequence within each organization group requested. |

Appendix J--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|---------------------|---------------------|---------------------|
| Blank | 77-80 | Leave blank. |

c. Individual records requested.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---|---|
| Document identifier code | 1-3 | Always "N78." |
| Parameter fields | (4-75)
4-14
18-26
30-38
42-50
54-62
66-74 | Enter "ZZ" in card columns 4 and 5. Enter SSAN's of individual employee master records desired, up to a maximum of six at any one time. Leave command code and last organization code fields blank of remaining parameter fields. |
| Sort code | 76 | Enter code as appropriate.

Blank--Records will be sorted in SSAN sequence.
A--Records will be sorted in employee name (first nine positions) sequence. |
| Blank | 77-80 | Leave blank. |

J-17. Output. a. Employee master record code/narrative printout. The master record printout shows for the employees requested, by name, each data element of the employee master record, the code or in-the-clear entry in the employee master record and, when appropriate, the in-the-clear translations of the codes. Nontranslatable codes such as competitive area or competitive level are merely printed as is. When both the code and/or the narrative field in the printout are blank, the employee master record field is either blank or zeros. Invalid codes are so identified. Individual records requested are sorted by employee name or by SSAN for the sort code entered, organizational groups are sorted by employee name or SSAN as requested within each requested organizational group; when all are requested, the records are sorted by command code, UIC, and through the fourth organization code level, and then by employee name or by SSAN as requested.

b. Format. See figure J-34.

Appendix J--Continued

| TITLE ALPHABETICAL ROSTER (CD 3300 VERSION) | | | | | | | | | | | | | PRINTER FORMAT | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----------------|----------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 1 REPORT NO. 01 NCGO | | | | | | | | | | | | | | 1 REPORT NO. 01 NCGO | | | | | | | | | | | | | |
| 2 NAME | | | | | | | | | | | | | | 2 NAME | | | | | | | | | | | | | |
| 3 SOC SEC NR | | | | | | | | | | | | | | 3 SOC SEC NR | | | | | | | | | | | | | |
| 4 PAY PLAN SER | | | | | | | | | | | | | | 4 PAY PLAN SER | | | | | | | | | | | | | |
| 5 GRADE STEP | | | | | | | | | | | | | | 5 GRADE STEP | | | | | | | | | | | | | |
| 6 DATE | | | | | | | | | | | | | | 6 DATE | | | | | | | | | | | | | |
| 7 ROSTER | | | | | | | | | | | | | | 7 ROSTER | | | | | | | | | | | | | |
| 8 DATE | | | | | | | | | | | | | | 8 DATE | | | | | | | | | | | | | |
| 9 DATE | | | | | | | | | | | | | | 9 DATE | | | | | | | | | | | | | |
| 10 DATE | | | | | | | | | | | | | | 10 DATE | | | | | | | | | | | | | |
| 11 DATE | | | | | | | | | | | | | | 11 DATE | | | | | | | | | | | | | |
| 12 DATE | | | | | | | | | | | | | | 12 DATE | | | | | | | | | | | | | |
| 13 DATE | | | | | | | | | | | | | | 13 DATE | | | | | | | | | | | | | |
| 14 DATE | | | | | | | | | | | | | | 14 DATE | | | | | | | | | | | | | |
| 15 DATE | | | | | | | | | | | | | | 15 DATE | | | | | | | | | | | | | |
| 16 DATE | | | | | | | | | | | | | | 16 DATE | | | | | | | | | | | | | |
| 17 DATE | | | | | | | | | | | | | | 17 DATE | | | | | | | | | | | | | |
| 18 DATE | | | | | | | | | | | | | | 18 DATE | | | | | | | | | | | | | |
| 19 DATE | | | | | | | | | | | | | | 19 DATE | | | | | | | | | | | | | |
| 20 DATE | | | | | | | | | | | | | | 20 DATE | | | | | | | | | | | | | |
| 21 DATE | | | | | | | | | | | | | | 21 DATE | | | | | | | | | | | | | |
| 22 DATE | | | | | | | | | | | | | | 22 DATE | | | | | | | | | | | | | |
| 23 DATE | | | | | | | | | | | | | | 23 DATE | | | | | | | | | | | | | |
| 24 DATE | | | | | | | | | | | | | | 24 DATE | | | | | | | | | | | | | |
| REMARKS: | | | | | | | | | | | | | | REMARKS: | | | | | | | | | | | | | |

Figure J-1. Alphabetical roster.

Appendix J--Continued

ALPHABETICAL ROSTER (IBM 360 VERSION)

| NAME | SOC | SEC | NR | C | PAY | PLAN | SER | D | GRADE | STEP | BIRTH | SVC | LUMP | END | DATE | ORG | CODE | UIC | END | INST | END | CIV | SER | STATION |
|---------------------------|---|-------------|---------------|----------------|----------|----------|-----|------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| ABAIED, HAMMAD K. | 121-03-3145 | 8 | GS-0801-13-08 | 12/19/17 | 12/25/50 | M2 | WPL | AC | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ABBA, NICOLE A. | US ARMY MET & CALIBR CTR, MET RGR - POLICY DFC | 220-44-0670 | 0 | GS-00357-04-07 | 09/20/47 | 03/07/66 | M3 | W0H9 | UJC | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ABBA, WAYNE F. | DIR OF P L P, REG & PLAN DIV, MGMT SYS RCHTS BR | 393-44-1162 | 5 | GS-01102-07-05 | 08/31/46 | 10/02/63 | M1 | W3JU | A | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ABBOIT, EDWARD M., JR. | TDA MI WJUAACQ, ALEXANDRIA, VIRGINIA Z2304 | 263-04-0489 | 1 | GS-00899-03-01 | 08/02/52 | 06/12/72 | M3 | W3V5 | AK | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ABEE, GLORIA R. | US ARMY MSL RES, DEV & ENGR LAB - PRODUCTION DIR | 417-64-3638 | 6 | GS-00322-04-02 | 09/03/47 | 03/27/68 | M3 | W3V5 | AMA | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ABERCROMBIE, GLADYS P. | US ARMY MSL RES, DEV & ENGR LAB - PRODUCTION DIR | 416-48-1856 | 1 | GS-01082-09-04 | 08/09/26 | 04/21/58 | M3 | W0H9 | WEB | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ABERCROMBIE, ELIZABETH N. | DIR MAINTENANCE, TECH PUB DIV, ED BR | 417-60-0089 | 3 | GS-00322-04-03 | 06/03/46 | 08/01/67 | M3 | W04J | AK | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ABERNATHY, M. T. NGN, JR. | HAWK PROJ DFC, PROS PCMY7/PROD DFC | 416-38-7127 | 2 | GS-01060-09-07 | 07/13/30 | 01/23/50 | M3 | W0MF | ALCD | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ABERNATHY, WILLIAM M. | RASA, COMM - ELCT DIV, AUDIO - VIS BR, FIELD SEC | 421-38-2829 | 8 | MG-05703-07-04 | 04/07/32 | 05/16/54 | M3 | W0MF | AJCA | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ABEYTA, MARTIN L. | RASA, EQUIP MGT DIV, EQUIP PROD BR, PTR PROD 1 | 723-05-2306 | 5 | GS-01670-12-06 | 08/15/33 | 08/13/52 | M3 | W122 | AC | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ABNEY, DELILIAH D. | FLD SVCS ACT, TECH ASST & NET DIV, LAND CBT TECH ASST BR | 421-58-7795 | 4 | GS-00301-04-10 | 08/23/44 | 09/22/65 | SC | W2Y5 | QJ | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 011730089 |
| ABSTON, ALVA MNM | RODRE DIRECTORATE, TEST DIVISION | 567-34-2157 | 3 | GS-01320-12-02 | 07/12/20 | 04/30/62 | M3 | W0H9 | PEE | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ACCARDI, ROY R. | DIR PROD ASSURANCE, PROD TEST - FAIL ANAL DIV, MAY ANAL BR | 054-10-1274 | 6 | GS-00801-13-05 | 07/01/16 | 05/31/57 | M3 | W0H9 | HB | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ACHATZ, CHARLES A. | TGT SP ITEMS MGR CFC, SYS ENGR DIV | 523-28-7986 | 5 | GS-00510-14-03 | 12/08/26 | 09/04/55 | SC | W2Y6 | GDD | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 011730089 |
| ACHATZ, MARY A. | COMPTROLLER, FINANCIAL MGMT DIV, FIN SYS BR | 523-28-7654 | 9 | GS-00312-05-09 | 07/17/27 | 05/13/60 | SC | W2Y6 | ME | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 011730089 |
| ACHENBACH, EDWARD E. | SITE ACTIVATION DIR, TRAINING DFC | 518-50-9605 | 3 | GS-02001-09-02 | 06/07/28 | 03/30/53 | M3 | W0H9 | VFB | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ACKLIN, NELSON MNM, JR. | DIR MAT MGT, INTL LOG DIV, GRANT AID WEP PROD BR | 422-20-0473 | 3 | MG-03305-11-03 | 11/15/25 | 05/13/61 | M2 | W0MF | AKFEC | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ACKLIN, VICKIE A. | RASA, FAC ENGR DIV, UTIL BR, MECH SEC, STEAM SYS UNIT | 253-74-6102 | 8 | GS-00312-03-01 | 03/06/53 | 07/12/71 | M3 | W3V5 | AEA | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ACUFF, JOE W. | US ARMY MSL RES, DEV & ENGR LAB, PROG CUORO & SUPPLY DFC | 412-46-1655 | 0 | GS-02001-11-06 | 05/18/33 | 05/21/58 | M3 | W0H9 | VFB | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ACUFF, MAHIE E. | DIR MAT MGT, INTL LOG DIV, GRANT AID WEP PROD BR | 420-16-2293 | 5 | GS-00382-04-07 | 08/08/18 | 07/09/58 | M3 | W0MF | ALBC | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ACUFF, OTHA L. | RASA, COMM - ELCT DIV, LGW - ELCT BR, TEL OP SEC | 416-38-8257 | 6 | GS-01101-12-03 | 10/20/30 | 01/20/53 | M3 | W0H9 | UIB | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ADAIR, FRANK H. | DIR OF PEP, CONTRACT COST DIV, COST & ECON INFO SYS BR | 419-05-1960 | 5 | GS-00305-04-09 | 02/11/24 | 11/03/58 | M3 | W0H9 | CD | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ADAIR, PHILIP L. | SECY OF THE GEN STAFF, MAIL-REF LTR DIV | 418-38-3868 | 1 | GS-00801-12-04 | 07/14/34 | 11/06/66 | M3 | W04J | FR | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |
| ADAMS, ANNE S. | STINGER PROJECT OFFICE, PROG MGT DFC | 228-36-9393 | 1 | GS-00312-03-10 | 06/19/35 | 09/10/64 | SC | W2Y5 | QIHB | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 366010067 |
| ADAMS, BENJAMIN H. | RODRE DIRECTORATE, DEV ENGR DIV, FLC LFC, GENERAL ELECTRIC CO | 241-18-6604 | 5 | GS-00801-13-07 | 08/28/21 | 03/24/49 | M1 | W3CY | AD | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 00/00/00 | 012585089 |

Figure J-1--Continued

Appendix J--Continued

| TITLE | | PAY PLAN ROSTER | | | | | | | | | | | | | PRINTER FORMAT | | | | | | | | | | | | |
|----------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--|--|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | |
| 1 | 12345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | | | |
| 2 | REPORT NO. 02 | NOGO | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 7 | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | | |
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| 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | TOTAL EMPLOYEES | 22 | 779 | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REMARKS: | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure J-2. Pay plan roster.

Appendix J--Continued

| PERSONNEL BY MAJOR ORGANIZATION LISTING | | | | | | | | | | | | | | |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| PRINTER FORMAT | | | | | | | | | | | | | | |
| TITLE | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 |
| 2 | REPORT NO | 03 | NCGC | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
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| 23 | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | |

REMARKS:

*TITLE OF MAJOR ORGANIZATION MAY BE UP TO 115 CHARACTERS.
 1ST TITLE LINE--UP TO 62 CHARACTERS.
 2D TITLE LINE--BALANCE OF TITLE.

Figure J-3. Personnel by major organization listing.

J-33

Figure J-4. Management--employee relations report.

J-34

Figure J-5. Social security account number roster.

J-35

Figure J-6. Locator roster.

[illegible]

J-37

Figure J-8. Civilian security clearance roster.

J-38

Appendix J--Continued

| TITLE | | SUSPENSE DATA LIST A | | | | | | | | | | | | | |
|----------|----|----------------------|------------------------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|
| | | PRINTER FORMAT | | | | | | | | | | | | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 1 | 12345678901 | 2345678901 | 12345678901 | 2345678901 | 12345678901 | 2345678901 | 12345678901 | 2345678901 | 12345678901 | 2345678901 | 12345678901 | 2345678901 | 12345678901 | 2345678901 |
| 2 | 2 | REPORT NO. 20 | NOGC | | | | | | | | | | | | |
| 3 | 3 | ORG CODE XX | UTC XXXX | | | | | | | | | | | | |
| 4 | 4 | | | | | | | | | | | | | | |
| 5 | 5 | ORG | | | | | | | | | | | | | |
| 6 | 6 | CODE | | | | | | | | | | | | | |
| 7 | 7 | | | | | | | | | | | | | | |
| 8 | 8 | XXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XX-99999-99 | 99/99/99 | 99/99/99 | 99/99/99 | 99/99/99 | 99/99/99 | 99/99/99 | 99/99/99 | 99/99/99 | 99/99/99 | 99/99/99 | 99/99/99 |
| 9 | 9 | | | | | | | | | | | | | | |
| 10 | 10 | | | | | | | | | | | | | | |
| 11 | 11 | | | | | | | | | | | | | | |
| 12 | 12 | | | | | | | | | | | | | | |
| 13 | 13 | | | | | | | | | | | | | | |
| 14 | 14 | | | | | | | | | | | | | | |
| 15 | 15 | | | | | | | | | | | | | | |
| 16 | 16 | | | | | | | | | | | | | | |
| 17 | 17 | | | | | | | | | | | | | | |
| 18 | 18 | | | | | | | | | | | | | | |
| 19 | 19 | | | | | | | | | | | | | | |
| 20 | 20 | | | | | | | | | | | | | | |
| 21 | 21 | | | | | | | | | | | | | | |
| 22 | 22 | | | | | | | | | | | | | | |
| 23 | 23 | | | | | | | | | | | | | | |
| 24 | 24 | | | | | | | | | | | | | | |
| REMARKS: | | | | | | | | | | | | | | | |

Figure J-10. Suspense data list A.

J-40

Figure 3-11. Suspense data deletion list A.

Appendix J--Continued

| TITLE | | SUSPENSE DATA LIST B | | | | | | | | | | | | | PRINTER FORMAT | | | | | | | | | | | | |
|-------|-------------|----------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--|--|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | |
| 1 | 12345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | | |
| 2 | REPORT NO. | 22 | NCGL | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | CMD CODE | XX | UTC | XXXX | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | ORG | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | CODE | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | NAME | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | XXXXXX | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

REMARKS:

Figure J-12. Suspense data list B.

Appendix J--Continued

| TITLE | | SUSPENSE DATA DELETION LIST B | | | | | | | | | | | | | PRINTER FORMAT | | | | | | | | | | | | |
|-------|------------|-------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--|--|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | |
| 1 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | | |
| 2 | RECORD NO. | 23 | NOHA | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | ORD | UIC | ORG | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | XX | XXXX | XXXX | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | ORG | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | CODE | NAME | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | | |
| 11 | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | | |
| 12 | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | | |
| 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

REMARKS:

Figure J-13. Suspense data deletion list B.

Appendix J--Continued

| TITLE SUSPENSE DATA LIST C | | | | | | | | | | | | | |
|----------------------------|------------|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| PRINTER FORMAT | | | | | | | | | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 |
| 2 | REPORT NO | 124 | XXXX | | | | | | | | | | |
| 3 | CODE | XX | UTC | XXXX | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | ORG | | | | | | | | | | | | |
| 6 | CODE | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | XXXXXX | XXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
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| 21 | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | |
| REMARKS: | | | | | | | | | | | | | |

Figure J-14. Suspense data list C.

J-44

Figure J-15. Suspense data deletion list C.

J-45

Figure J-16. Length-of-service award suspense listing.

Appendix J--Continued

| GEOGRAPHIC DISTRIBUTION OF FEDERAL CIVILIAN EMPLOYEES | | | | | | | | | | | | | | |
|---|---------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|
| PRINTER FORMAT | | | | | | | | | | | | | | |
| TITLE | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 12345678901 | 2345678901 | 12345678901 | 2345678901 | 12345678901 | 2345678901 | 12345678901 | 2345678901 | 12345678901 | 2345678901 | 12345678901 | 2345678901 | 12345678901 | 2345678901 |
| 2 | REPORT NO. 41 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | |
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| 16 | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | |
| REMARKS: | | | | | | | | | | | | | | |

Figure J-17. Geographic distribution of Federal civilian employees.

| TITLE CIVILIAN PERSONNEL STRENGTH REPORT | | | | | | | | | | | | | PRINTER FORMAT | | | | | | | | | | | | |
|--|---------------|------------|------------|------------|------------|--------------|----------------|------------|------------|------------|------------|------------|----------------|--|--|--|--|--|--|--|--|--|--|--|--|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | |
| 1 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | | | | | | | | | | | | |
| 2 | REFORT NO. 43 | NOGC | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | CMD CODE XX | UIC XXXXX | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | ORG | PERMANENT | TOTAL | TEMPORARY | PART-TIME | INTERMITTENT | TOTAL PERM | | | | | | | | | | | | | | | | | | |
| 7 | CODE | GS | PERMANENT | GS | GS | GS | TEMP-FULL-TIME | GS | GS | GS | GS | GS | GS | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | XX | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | | | | | | | | | | | | |
| 10 | XX | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | TOTAL XX | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | TOTAL UIC | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | TOTAL CMT | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | Z.ZZ | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 21 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | | | | | | | | | | | |
| REMARKS: | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure J-18. Civilian personnel strength report.

Appendix J--Continued

| TITLE AGING INDEX BY MAJOR ORGANIZATION REPORT | | | | | | | | | | | | | |
|--|----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| PRINTER FORMAT | | | | | | | | | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 |
| 2 | REPORT NO. 144 | NO3C | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
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| 22 | | | | | | | | | | | | | |
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| 24 | | | | | | | | | | | | | |
| REMARKS: | | | | | | | | | | | | | |

Figure J-19. Aging index by major organization report.

Appendix J--Continued

| ACTIVITY POSITION CONTROL REPORT (CD 3300 VERSION) | | | | | | | | | |
|--|--|----------------------------------|--|--------------|--|---------|--|---------------|--|
| REPORT NO. 46 | | ACTIVITY POSITION CONTROL REPORT | | DATE 10/2/73 | | PAGE 25 | | MIN N27NCR344 | |
| CNO COUR M1 ULC M0660 C06 3A UTILITIES FOR SERVICES DEPT FACILITIES DIVISION | | | | | | | | | |
| 3A000 | | | | | | | | | |
| GRADE | | | | | | | | | |
| 00 | | | | | | | | | |
| 01 | | | | | | | | | |
| 02 | | | | | | | | | |
| 03 | | | | | | | | | |
| 04 | | | | | | | | | |
| 05 | | | | | | | | | |
| 06 | | | | | | | | | |
| 07 | | | | | | | | | |
| 08 | | | | | | | | | |
| 09 | | | | | | | | | |
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| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| UNGAJAZATION-TOTAL | | | | | | | | | |
| GRADE POINTS | | | | | | | | | |
| AVERAGE GRADE | | | | | | | | | |
| 62 DISTRIBUTION ENDS PERCENT | | | | | | | | | |
| GRADE WARD DISTRIBUTION ENDS PERCENT | | | | | | | | | |
| SUPERVISORY DISTRIBUTION ENDS PERCENT | | | | | | | | | |
| SUPERVISORY | | | | | | | | | |
| NON-SUPERVISORY | | | | | | | | | |
| RAITG SUPY TO NON-SUPY | | | | | | | | | |
| 2 90.0 | | | | | | | | | |
| 1 10.0 | | | | | | | | | |
| 0 0.0 | | | | | | | | | |
| CTMFM W | | | | | | | | | |
| 0 0.0 | | | | | | | | | |

AMCR 690-4

Figure J-20. Activity position control report.

Appendix J--Continued

ACTIVITY POSITION CONTROL REPORT (IBM 360 VERSION)

| RT NO. 46 | | RCS-CSGPA-839 (RI) | | ACTIVITY POSITION CONTROL REPORT | | 02/05/73 | | PAGE 26 | | RIN N27M334 | |
|--------------------|-------|--------------------|------|----------------------------------|------|----------|-------|---------|--|-------------|--|
| CODE #3 | | LIC WCHCAA | | DIR PLANS - ANAL | | | | | | | |
| GRADE | GS | WG | WL | WS | WP | WM | OTHER | | | | |
| 03 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| 04 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| 05 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| 07 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| 09 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| 11 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| 12 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| 13 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| 14 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| 15 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| ORGANIZATION TOTAL | 41 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| AVERAGE GRADE | 11.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |

Appendix J--Continued

| NUMBER OF EMPLOYEES BY POSITION NUMBER REPORT
(CD 3300 VERSION) | | | | | | | | | | | | | | |
|--|-------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| PRINTER FORMAT | | | | | | | | | | | | | | |
| TITLE | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 12345678901 | 2345678901 | 3456789012 | 4567890123 | 5678901234 | 6789012345 | 7890123456 | 8901234567 | 9012345678 | 0123456789 | 1234567890 | 2345678901 | 3456789012 | 4567890123 |
| 2 | RECORD NO | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 3 | ORG CODE | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX |
| 4 | UTIC | XXXX | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | |
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| 24 | | | | | | | | | | | | | | |

REMARKS:

TITLE OF ORGANIZATION MAY BE UP TO 115 CHARACTERS.

1ST TITLE LINE--UP TO 62 CHARACTERS.

2D TITLE LINE--BALANCE OF TITLE.

Figure J-21. Number of employees by position number report.

Appendix J--Continued

| NUMBE | | LOYEES BY POSITION NUMBER REPORT (IBM 360 VERSION) | | | | 04/30/73 | | PAGE | | 4 | | RIN N27M344 | |
|-----------|--|---|----|---------------|--|----------|--|------------|--|-------|--|-------------|--|
| REPORT NI | | RCS-CSP-549 R3 NUMBER OF EMPLOYEES BY POSITION NUMBER | | | | | | | | | | | |
| CMD CODE | | CYAA U. S. ARMY MATERIEL COMMAND | | | | | | | | | | | |
| GR-DR-LEA | | OCC-SER-CD-SUF | | A88R-POS-TIYL | | ORG CODE | | POS NUMBER | | TOTAL | | | |
| 04 | | 0312 | 01 | CLK STENO | | | | 00 00104 | | 4 | | | |
| 02 | | 00322 | 01 | CLK TYP | | | | 00 00105 | | 1 | | | |
| 04 | | 00322 | 01 | CLK TYP | | | | 00008768 | | 1 | | | |
| 05 | | 00312 | 01 | CLK STENO | | | | 00009453 | | 5 | | | |
| 05 | | 00301 | 08 | CLERK TYP | | | | 00009589 | | 3 | | | |
| 06 | | 00318 | 01 | SECY STENO | | | | 00013523 | | 2 | | | |
| 14 | | 00801 | 01 | GEN ENGR | | | | 00013709 | | 1 | | | |
| 13 | | 00801 | 01 | GEN ENGR | | | | 00013736 | | 1 | | | |
| 14 | | 00801 | 01 | GEN ENGR | | | | 00015001 | | 1 | | | |
| 13 | | 02003 | 02 | SUP MGT REP | | | | 00015676 | | 1 | | | |
| 13 | | 00801 | 01 | GEN ENGR | | | | 00015697 | | 3 | | | |
| 15 | | 00801 | 01 | GEN ENGR | | | | 00015734 | | 1 | | | |
| 14 | | 00861 | 01 | AERO ENGR | | | | 00015735 | | 1 | | | |
| 15 | | 00801 | 01 | GEN ENGR | | | | 00015750 | | 1 | | | |
| 13 | | 00801 | 01 | GEN ENGR | | | | 00015752 | | 1 | | | |

J-53

Figure J-22. Strength report companion listing

J-54

Figure J-23. Intermittent employee listing.

J-55

Figure J-24. Minority group employees listing.

REMARKS:

Figure J-25. Minority group/female--seniority vs grade report.

TITLE TEXT

ISX8V M3C

J-25--Continued.

44-38861-1000

| MINORITY SUPERVISOR LISTING | | | | | | | | | | | | | | |
|-----------------------------|------------|------------------------------|------------------------------|------------------------------|------------------------------|------------|---------------|------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| PRINTER FORMAT | | | | | | | | | | | | | | |
| TITLE | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 |
| 2 | PAGE XXXX | NCIF | | | EQUAL EMPLOYMENT OPPORTUNITY | | | | XX XXX 19XX | | | N27NCOQ044 | | |
| 3 | | | | | MINORITY SUPERVISOR LIST | | | | | | | PART II | | |
| 4 | | | | | | | | | | | | | | |
| 5 | SSAN | | NAME | | | | ETH | | GRADE DATA | | TITLE | | | |
| 6 | | | | | | | | | | | | | | |
| 7 | XX-XX-XXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXX | XX | XX-XXXX-XX/XX | XX | XXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXX |
| 8 | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | |
| REMARKS: | | | | | | | | | | | | | | |

Figure J-29. Minority group supervisory listing.

Appendix J--Continued

| TITLE MINORITY FEMALE SUPERVISOR LIST | | | | | | | | | | | | | |
|---------------------------------------|-------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| PRINTER FORMAT | | | | | | | | | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 |
| 2 | FACE XXXX | NCJH | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | SSAN | NAME | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | XXX XX XXXX | XXXXXXX | XXXXXXX | XXXXXXX | XXXXXXX | XXXXXXX | XXXXXXX | XXXXXXX | XXXXXXX | XXXXXXX | XXXXXXX | XXXXXXX | XXXXXXX |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | |

REMARKS:

Figure J-30. Minority group female supervisory listing.

J-63

Figure J-31. Female supervisory listing.

J-64

Figure J-32--Leave report--pay period.

Appendix J--Continued

QUARTERLY SICK LEAVE REPORT

DATE 10/07/73

PAGE 1

RIN N27N000064

NOL0

CND CD RHC
#1 WOLUAA

LIAISON TEAM

74010

| LEAVE
CATEGORY | SERV | SICK LEAVE DISTRIBUTION (NUMBER OF EMPLOYEES) | | | | | LENGTH OF SERVICE | | |
|-------------------|------|---|-------|-------|------------|-----|-------------------|-------------|--------------|
| | | UNDER
30 | 30-45 | 46-60 | OVER
60 | AGE | UNDER
5 YRS | 5-20
YRS | 21-30
YRS |
| 1-7 HOURS | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| 8-16 HOURS | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| 17-40 HOURS | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| 41-80 HOURS | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| TOTALS | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |

| LEAVE
CATEGORY | GS
1-6 | GS
7-11 | SICK LEAVE DISTRIBUTION (CONTINUED) | | | | | QUARTER TOTALS | | |
|-------------------|-----------|------------|-------------------------------------|--------------|---------------|------------------|------------------|---------------------|--------------------------|-------|
| | | | ABOVE
GS-11 | GS-11
1-7 | GS-11
8-11 | ABOVE
WS/ML-7 | WS ALL
GRADES | ALL OTHER
GRADES | EMPL USING
SICK LEAVE | HOURS |
| 1-7 HOURS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 8-16 HOURS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 17-40 HOURS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 41-80 HOURS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| TOTALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |

OTHER LEAVE CATEGORIES (NUMBER OF EMPLOYEES)

| NO
SICK LEAVE | OVER
80 HOURS | DURING 1 | | DURING 2 | | DURING 3 | | DURING 4 | | DURING 5 | | DURING 6 | | DURING 7 | |
|------------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | | PAY PERIODS | PAY PERIODS | PAY PERIODS | PAY PERIODS | PAY PERIODS | PAY PERIODS | PAY PERIODS | PAY PERIODS | PAY PERIODS | PAY PERIODS | PAY PERIODS | PAY PERIODS | PAY PERIODS | PAY PERIODS |
| 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Figure J-33. Quarterly sick leave report.

[illegible]

Appendix K

PERSONNEL INFORMATION RETRIEVAL SYSTEM (PIRS) DESCRIPTION AND PROCEDURES

K-1. System concept. a. The PIRS is an automated method of selecting and retrieving data from the US Army Materiel Command Personnel Management Information System (AMC PMIS) master files into preselected formats, either printed listings or punched cards. The output is selected according to parameters requested on combinations of the following input request cards:

- (1) PIRS request card.
- (2) PIRS logic card.
- (3) PIRS sort card.
- (4) PIRS header and planning card.

b. All data elements which can be selected or retrieved by PIRS have been assigned a data element identification number (DEIN). A cross-reference listing of data elements and DEIN is shown in paragraph K-2.

K-2. Data element identifier numbers. The following is an alphabetical listing of data elements which can be selected/retrieved from the employee master record by PIRS, with their DEIN's, field lengths, and usage limitations.

| <u>Data element</u> | <u>DEIN</u> | <u>Length
of field</u> |
|--|-------------|----------------------------|
| Agency code--civilian personnel office (CPO) | 00460 | 2 |
| Budget project account (BPA) number | 00490 | 11 |
| Prog element major (pos 1) | 00491 | 1 |
| Major and sub (pos 1&2) | 00492 | 2 |
| Prog element (pos 1-6) | 00493 | 6 |
| Activity (pos 7-11) | 00494 | 5 |
| Career program code | 00310 | 2 |
| Citizenship code | 00180 | 1 |
| City address ¹ | 00740 | 17 |
| Civilian performance rating | 00570 | 1 |

¹For printing and punching only--may not be used on logic input format N92.

Appendix K--Continued

| <u>Data element</u> | <u>DEIN</u> | <u>Length
of field</u> |
|--|-------------|----------------------------|
| Command code--personnel | 00500 | 2 |
| Command/unit identification code (UIC) | 00514 | 8 |
| Competitive area code | 00210 | 2 |
| Competitive level code | 00220 | 3 |
| Competitive area and level codes | 00221 | 5 |
| Date career-conditional service began: | | |
| Yr Mo Da | 00680 | 6 |
| Yr | 00681 | 2 |
| Yr Mo | 00682 | 4 |
| Mo | 00683 | 2 |
| Da | 00684 | 2 |
| Date entered on duty civil service: | | |
| Yr Mo Da | 00720 | 6 |
| Yr | 00721 | 2 |
| Yr Mo | 00722 | 4 |
| Mo | 00723 | 2 |
| Da | 00724 | 2 |
| Date entered on duty present station: | | |
| Yr Mo Da | 00710 | 6 |
| Yr | 00711 | 2 |
| Yr Mo | 00712 | 4 |
| Mo | 00713 | 2 |
| Da | 00714 | 2 |
| Date entered position title: | | |
| Yr Mo Da | 00330 | 6 |
| Yr | 00331 | 2 |
| Yr Mo | 00332 | 4 |
| Mo | 00333 | 2 |
| Da | 00334 | 2 |
| Date entered present grade or level: | | |
| Yr Mo Da | 00360 | 6 |
| Yr | 00361 | 2 |
| Yr Mo | 00362 | 4 |
| Mo | 00363 | 2 |
| Da | 00364 | 2 |
| Date of birth | | |
| Yr Mo Da | 00070 | 6 |
| Yr | 00071 | 2 |
| Yr Mo | 00072 | 4 |
| Mo | 00073 | 2 |
| Da | 00074 | 2 |
| Equivalent increase: | | |
| | 00590 | 6 |
| | 00591 | 2 |
| | 00592 | 4 |
| | 00593 | 2 |
| | 00594 | 2 |

Appendix K--Continued

| <u>Data element</u> | <u>DEIN</u> | <u>Length
of field</u> |
|--|-------------|----------------------------|
| Date of performance rating: | 00580 | 6 |
| Yr Mo Da | 00581 | 2 |
| Yr | 00582 | 4 |
| Yr Mo | 00583 | 2 |
| Mo | 00584 | 2 |
| Da | | |
| Date of security clearance: | 00630 | 6 |
| Yr Mo Da | 00631 | 2 |
| Yr | 00632 | 4 |
| Yr Mo | 00633 | 2 |
| Mo | 00634 | 2 |
| Da | | |
| Date of security investigation: | 00650 | 6 |
| Yr Mo Da | 00651 | 2 |
| Yr | 00652 | 4 |
| Yr Mo | 00653 | 2 |
| Mo | 00654 | 2 |
| Da | | |
| Date probation or trial began: | 00660 | 6 |
| Yr Mo Da | 00661 | 2 |
| Yr | 00662 | 4 |
| Yr Mo | 00663 | 2 |
| Mo | 00664 | 2 |
| Da | 00480 | 9 |
| Duty station location code | 00481 | 2 |
| State | 00482 | 4 |
| City | 00483 | 3 |
| County | 00484 | 6 |
| State and city | 00430 | 1 |
| Education code ² | 00040 | 30 |
| Employee name ² | 00041 | 12 |
| Positions 1-12 ³ | 00370 | 2 |
| Employee step or rate | 00450 | 9 |
| Employing office location code | 00451 | 2 |
| State | 00452 | 4 |
| City | 00453 | 3 |
| County | 00454 | 6 |
| State and city | 00130 | 1 |
| Federal employee's group life
Insurance (FEGLI) | | |

²For printing only--may not be used on logic input format.

³For printing or sorting (ascending only)--may not be used on logic input format.

Appendix K--Continued

| <u>Data element</u> | <u>DEIN</u> | <u>Length
of field</u> |
|---|-------------|----------------------------|
| Function designator | 00550 | 1 |
| Functional classification code | 00290 | 2 |
| Grade or level | 00350 | 2 |
| LWOP (leave without pay) indicator code | 00670 | 1 |
| Nature-of-action (NOA) code | 00790 | 3 |
| NOA effective date: | | |
| Yr Mo Da | 00820 | 6 |
| Occupation series code | 00260 | 5 |
| Position 1 | 00261 | 1 |
| Positions 2-5 | 00262 | 4 |
| Position 5 | 00263 | 1 |
| Occupation series code suffix | 00270 | 2 |
| Occupation series code and suffix | 00271 | 7 |
| Occupying obligated position code | 00230 | 1 |
| Organization code | 00540 | 6 |
| Directorate (pos 1) | 00541 | 1 |
| Dir-division (pos 1 & 2) | 00542 | 2 |
| Dir-div-branch (pos 1-3) | 00543 | 3 |
| Dir-div-br-section (pos 1-4) | 00544 | 4 |
| Dir-div-br-sec-unit (pos 1-5) | 00545 | 5 |
| Pay basis | 00390 | 2 |
| Pay period indicator code | 00700 | 1 |
| Pay plan | 00240 | 2 |
| Position 1 | 00241 | 1 |
| Pay rate determinant | 00420 | 1 |
| Pay table code | 00410 | 2 |
| Physical handicap code | 00120 | 2 |
| Position number | 00340 | 8 |
| Positions 1 and 2 | 00341 | 2 |
| Positions 3-7 | 00342 | 5 |
| Position 8 | 00343 | 1 |
| Positions 1-7 | 00344 | 7 |
| Position occupied | 00190 | 1 |
| Position tenure | 00300 | 1 |
| Retired military code | 00690 | 1 |
| Retirement coverage | 00140 | 1 |
| Salary | 00400 | 7 |
| Security clearance code | 00620 | 1 |
| Service computation date (SCD): | | |
| Yr Mo Da | 00100 | 6 |
| Yr | 00101 | 2 |
| Yr Mo | 00102 | 4 |
| Mo | 00103 | 2 |
| Da | 00104 | 2 |

Appendix K--Continued

| <u>Data element</u> | <u>DEIN</u> | <u>Length
of field</u> |
|---------------------------------------|-------------|----------------------------|
| SCD--RIF: | | |
| Yr Mo Da | 00110 | 6 |
| Yr | 00111 | 2 |
| Yr Mo | 00112 | 4 |
| Mo | 00113 | 2 |
| Da | 00114 | 2 |
| Sex | 00050 | 1 |
| Signature block code--DA | 00560 | 1 |
| Form 2515 | | |
| Social security account number (SSAN) | 00020 | 9 |
| Position 1 | 00021 | 1 |
| Position 9 | 00022 | 1 |
| SSAN check digit | 00030 | 1 |
| Special program ID | 00150 | 2 |
| State address | 00750 | 5 |
| Street address ⁴ | 00730 | 24 |
| Submitting office number (SON) | 00470 | 4 |
| Suspense data code | 00770 | 1 |
| TDA line number | 00530 | 3 |
| Positions 1 and 2 | 00531 | 2 |
| TDA paragraph number | 00520 | 3 |
| Positions 1 and 2 | 00521 | 2 |
| Tenure group | 00090 | 1 |
| Time basis of employment | 00600 | 1 |
| Title code--personal | 00060 | 1 |
| Type of appointment | 00200 | 2 |
| Position 1 | 00201 | 1 |
| Type-of-civilian record code | 00320 | 1 |
| Type-of-security investigation | 00640 | 1 |
| Underutilized indicator code | 00610 | 1 |
| UIC | 00510 | 6 |
| Service designator | 00511 | 1 |
| Service and parent designator | 00512 | 4 |
| Parent designator | 00513 | 3 |
| Veterans preference | 00080 | 1 |
| ZIP code address | 00760 | 5 |
| Positions 1 and 2 | 00761 | 2 |

K-3. Inputs. The outputs described below must be supported by the input formats described in a through d below, as follows:

⁴For printing only.

Appendix K--Continued

| Class of
output | <u>PIRS input format</u> | | | |
|--------------------|--------------------------|-------------------|------------------|--------------------|
| | <u>Request data</u> | <u>Logic data</u> | <u>Sort data</u> | <u>Header data</u> |
| 1 | *Mandatory | **Optional | ***Optional | None |
| 2 | *Mandatory | **Optional | ***Optional | None |
| 3 | *Mandatory | **Optional | ***Optional | None |
| 4 | *Mandatory | **Optional | ***Optional | None |
| 5 | (To be developed.) | | | |
| 6 | Mandatory | Mandatory | Mandatory | Mandatory |
| 7 | Mandatory | Mandatory | ***Optional | None |

*Positions 1 through 8 only.

**If not submitted, all records in the employee master record file will be printed.

***If not submitted, records will be automatically printed (or punched) in SSAN sequence.

a. PIRS request data card (format N91). The PIRS request data card is the means by which the system is directed to produce a specific class of report, by request number. For class 6 and 7 reports, it is used to specify the data elements to be reported and the spacing between data elements and to introduce constants. Any combination of 1 to 4 input cards may be used for these purposes.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---------------------|---|
| Document identifier code | 1-3 | Enter "N91." |
| Request number | 4-6 | Enter three-digit (001-998), locally assigned request number. This request number must be entered on all input cards for any one report and will be printed on report classes 1 through 4 and 6 only. |
| Trailer number | 7 | Enter one-digit trailer number beginning with "1" in the first request card up to a maximum of "4" for any one report request number. |

Appendix K--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--|---------------------|---|
| Output class | 8 | Enter one-digit number (1-7) assigned to the class of report being requested. |
| Blank | 9-10 | Leave blank. |
| DEIN print fields
(in groups of 5
pos for each
field) | 11-80 | <p>Leave blank for report classes 1 through 5. For report classes 6 and 7:</p> <p>(1) Enter DEIN's of data elements corresponding to and in the order of information desired to be printed (or punched).</p> <p>(2) If other than two spaces between data elements is desired for report class 6 or other than no spaces for report class 7, enter an "S" between the DEIN's in the first position of the field, followed by 2 blank positions, and two digits (00 through 99) to designate the spaces required.</p> <p>(3) To print (or punch) constants (fixed characters), enter a "P" in the first position of the field, followed by 3 blanks and the desired number, letter, or special character, i.e., \$, 1, ,, =, -, (,), +, /, or *. Spacing between constants or data elements and constants will be considered and adjusted ((2) above).</p> |

Note. Use successive (maximum 4) request input cards with serial trailer numbers, if additional data print fields are required. Leave no blank fields between field entries; unused low-order fields of the last input card will be blank.

b. PIRS logic data card (format N92). The PIRS logic data card is the means by which the system is directed to select records which meet stated conditions. Basically, the

Appendix K--Continued

input directs the system to extract a requested data element (DEIN) and compare (operator code) the value of that data element to a stated value (comparison characters). By use of a logic code, a series of conditions may be stated.

(1) Operator code. For comparison purposes, four operator codes are provided. They are coded on the logic input card, as follows:

- (a) "G" is the code for "greater than."
- (b) "L" is the code for "less than."
- (c) "E" is the code for "equal to."
- (d) "U" is the code for "unequal to."

(2) Logic code. There are two logic codes which are used in the logic input cards--"AND" and "OR." Any two or more comparison conditions connected by "AND" require that all conditions be met, whereas any two or more comparison conditions connected by "OR" require that only one of the conditions be met. Also, a series of "AND" conditions, connected to a second series of "AND" conditions by the logic code "OR" require that either all conditions of the first series or all conditions of the second series be met.

(3) Comparison characters. The comparison characters used in the logic input card provides the value of the system parameter, against which the value of the designated data element (DEIN) is to be compared. The system will assume that a comparison condition is met when the value of the employee master record meets any of the following conditions:

- (a) Exactly matched the comparison characters when the operator code is "E" (equal to).
- (b) Does not match the comparison characters when the operator code is "U" (unequal to).
- (c) Is of higher value than the comparison characters when the operator code is "G" (greater than).
- (d) Is of lower value than the comparison characters when the operator code is "L" (less than).

Appendix K--Continued

Note. Alphabetic characters (A-Z) have a lower value than numeric characters (0-9). The use of special characters (\$, ., ,, =, -, (,), +, /, or *) as comparison characters are not permitted.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---------------------|--|
| Document identifier code | 1-3 | Enter "N92." |
| Request number | 4-6 | Enter same three-digit request number entered on the PIRS request data card (N91). |
| Trailer number | 7 | Enter one-digit trailer number beginning with "1" in the first PIRS logic data card, up to a maximum of "9" for any one report request number. |
| Blank | 8-10 | Leave blank. |
| Logic code | 11-13 | Enter "AND" in the first logic input card (trailer number 1); on remaining logic input cards (trailer numbers 2 through 9--if used), enter "AND" or "OR," as appropriate, left-justified. |
| DEIN | 14-18 | Enter the DEIN of the data element to be used as a comparison field with the DEIN entered in positions 20 through 39. Position 14 must always be a "0," "1," or "2." Any other character, including a blank, or an invalid DEIN, will cause the entire report request to be rejected. These same conditions apply to all other DEIN fields of the PIRS logic data cards. |
| Operator code | 19 | Enter operator code G, L, U, or E, as appropriate. A blank or invalid code in this or any other operator code fields of the PIRS logic data cards will cause the entire report request to be rejected. |

Appendix K--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|-----------------------|---------------------|--|
| Comparison characters | 20-39 | Enter the alphanumeric coding of the value, left-justified, of the information against which the value of the DEIN (pos 14-18) will be compared. High-order or intermediate positions may not be left blank unless the corresponding data element (DEIN) field of the employee master record has corresponding blanks. |
| Logic code | 40-42 | If no second comparison, leave this and all following fields blank; otherwise, enter "AND" or "OR," as appropriate, left-justified. |
| DEIN | 43-47 | Enter DEIN in the same manner as for positions 14 through 18 above. |
| Operator code | 48 | Enter operator code in the same manner as for positions 20 through 39 above. |
| Comparison characters | 49-68 | Enter comparison characters in the same manner as for positions 20 through 39 above. |
| Blank | 69-80 | Leave blank. |

Note. Continue, as necessary, on additional PIRS logic data cards, entering appropriate trailer numbers 2 through 9.

c. PIRS sort data card (format N93). The PIRS sort data card is the means by which the system is directed to sort the selected records, when page breaks are to occur, and what data elements (DEIN's) if any, are to be subtotaled at page breaks and totaled at report end. If no sort input card is submitted, the system will automatically sort the output into SSAN sequence. Alphabetic characters (A-Z) will precede numeric characters (0-9) in an ascending sort sequence; sort on data having special characters (\$, ., ,, =, (,), +, /, or *) may produce unpredictable sort results. One sort input card is permitted for any one report request; a maximum of 14 sort sequences or combination sort sequences, reverse order sort,

Appendix K--Continued

page break, and subtotal directions may be entered. The system will stop examining for sort data when a blank field is detected. Do not code any blank fields between successive entries on the PIRS sort data card.

(1) DEIN's. The system will sort and print the selected records according to the order the data elements (DEIN's) are entered on the sort data input format. The left-most DEIN entered will be the major grouping, the next DEIN's entered will be sorted within the major grouping in the order entered, and the last DEIN entered will be the minor grouping within all other groupings. Note. If the sum of the field lengths of the DEIN's entered exceeds 32 positions, the entire report request will be rejected.

(2) Descending sequence. Unless otherwise directed, the system will automatically sort output in ascending sequence. If descending sequence is desired, a code "D" is entered in the first position of the field immediately preceding the DEIN entry. Note. Do not direct a descending sequence for any data element containing special characters--this will cause the entire report request to be rejected.

(3) Page break. Unless otherwise corrected the system will not page break (i.e., start a new page) when a sort value changes. When page break is desired, a code "B" is entered in the first position of the field immediately following the lowest sort order DEIN on which a page break is desired. This will produce a page break on that DEIN, and every DEIN entered to the left whenever the data values change. Note. Only one page break, code "B" (or one code "TB" (5) below) may be entered for any one report request.

(4) Subtotals and totals. Unless otherwise directed, the system will print at the end of the report a total of all records printed. If a total is desired with no page break, a code "T" is entered on the sort input card in the first position of the field immediately following the DEIN totals requested. A maximum of five "T" codes (totals request), including any code "TB" ((5) below), may be entered for one report request. Subtotals will be printed for each preceding DEIN prior to final total requested. Note. Totals may not be taken after a page break, i.e., no code "T" may be entered to the right of any code "B" or code "TB."

(5) Combination page break and total. If a combination page break and total is desired for the same DEIN, code "TB" is entered in the first two positions of the field immediately following the DEIN describing the information. Note. This

Appendix K--Continued

entry must be made with the lowest order DEIN on which a page break is to be made, and the lowest order DEIN on which a total is to be taken. A code "TB" followed with codes "T," "B," or another "TB" will cause rejection of the input request.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--|---------------------|---|
| Document identifier code | 1-3 | Enter "N93." |
| Request number | 4-6 | Enter same three-digit request number as entered on the PIRS request data card (N91). |
| Blank | 7-10 | Leave blank. |
| Sort fields
(in groups of
5 pos for each
field) | 11-80 | <p>Left-justified (and leaving no blank fields):</p> <p>(a) Enter appropriate DEIN's, from major through intermediate, to minor. This will be the basis for the sort and print sequence of the selected records.</p> <p>(b) Enter code "D" in the first position of the field immediately preceding the DEIN for which a sort in descending sequence is desired.</p> <p>(c) Enter code "B" in the first position of the field immediately following the lowest order of sort for which a page break is desired. Code "B" or "TB" (below) may be entered once for one report request.</p> <p>(d) Enter code "T" in the first position of the field immediately following the DEIN for which a total is desired. A maximum of five totals may be requested (including the combination page break and total, below). No code "T" may follow a code "B" or code "TB."</p> |

Appendix K--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|---------------------|---------------------|---|
| | | (e) Enter code "TB" in the first and second positions of the field immediately following the lowest order DEIN for which both page break and total is desired. Code "TB" or "B" may not be entered more than once for one report request. |

d. PIRS header data card (format N94). The PIRS header data card directs the system to print report titles and/or column header narrations for class 6 reports. The header input card supports three, 132-position print lines, by submitting input cards in pairs. The system requires that at least one pair of input cards must be submitted, even though the header fields are blank. If only a report title is desired, the narrative is entered on the first pair (trailer numbers 1 and 2) of input cards, using any combination of alpha, numeric, or special characters desired. If column headers are desired, the alignment must be accomplished in relation to the field lengths and spacings between the data elements (DEIN's) entered in the PIRS request data card (N91). Space has been provided on the N94 header planning and coding format for the user to plan or lay out the format of the class 6 report prior to actual coding.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---------------------|---|
| Document identifier code | 1-3 | Enter "N94." |
| Request number | 4-6 | Enter same three-digit request number as entered on the PIRS request data card (N91). |
| Trailer number | 7 | Enter trailer number (1-6). Trailer number 1 must be accompanied by input card (even if blank narrative) with trailer number 2 entered, 3 must be accompanied with 4, and 5 with 6. |

Appendix K--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|---------------------|---------------------|--|
| Blank | 8-10 | Leave blank. |
| Header narrative | 11-80 | For input cards with trailer numbers 1, 3, and 5, enter any characters desired in heading. Continue entries on cards with trailer numbers 2, 4, and 6-- do not exceed position 72. |

K-4. Outputs. The PIRS outputs, described in a through g below, must be requested by the submission of PIRS report parameter input cards described in paragraph K-3.

a. Master record report, class 1. A complete printout of all information in employee master record. Four subclasses are available as follows:

(1) Subclass 1. By using the input PIRS request data card, document identifier code (DIC) N91, PIRS will print all employee master records in SSAN sequence.

(2) Subclass 2. By using the input PIRS request data card, DIC N91 and a combination of 1 to 9 input PIRS logic data cards, DIC N92, PIRS will print only the employee records that match the parameters requested on the logic cards.

(3) Subclass 3. By using the input PIRS request data card, DIC N91, and PIRS sort data card, DIC N93, PIRS will print the employee master records in the sequence parameters requested on the sort card.

(4) Subclass 4. By using the input PIRS request data card, DIC N91, a combination of 1 to 9 PIRS logic data cards, DIC N92, and a PIRS sort data card, DIC N93, PIRS will print the employee master records that match the parameters requested on the logic cards, by the sequence parameters requested on the sort card.

(5) Format. Figure K-1.

b. Short master record report, class 2 (fig K-2). This report contains the following data elements only:

rit.

Appendix K--Continued

Security clearance.

Date of birth.

Service computation date--leave.

Sex.

Veterans preference.

Retired military code.

Tenure group.

Pay plan.

Occupational series.

Occupational series suffix.

Grade.

Step.

Salary.

Pay basis.

Position number.

Organization.

Duty station.

Class 2 reports are available in the same four subclasses, by the same input request cards as described in a above.

c. Occupation/competitive level report, class 3 (fig K-3). This report contains the following data elements only:

Name.

SSAN and check digit.

Occupational series.

Occupational series suffix.

Position number.

Appendix K--Continued

Competitive area.

Competitive level.

Duty station.

Class 3 reports are available in the same four subclasses by the same input request cards described in a above.

d. Location and suspense report, class 4 (fig K-4). This report contains the following data elements only:

Name.

SSAN and check digit.

Command code.

Unit identification code.

Organization code.

Table of distribution authorization (TDA)--
paragraph number.

Duty station code.

One suspense code with date.

Class 4 reports are available in the same four subclasses by the same input request cards described in a above.

e. Statistics report, class 5. (To be developed.)

f. Free-form, printer listing output, class 6 (fig K-5).
By using a combination of 1 to 4 input PIRS request data cards, DIC N91, a combination of 1 to 9 PIRS logic data cards, DIC N92, a PIRS sort data card, DIC N93, and a combination of from 2 to 6 PIRS header data cards, DIC N94; PIRS will print the report according to the parameters requested on the request cards. Any combination of data elements, sort sequences, or headings may be requested up to 132 characters per line.

g. Free-form, punched card output, class 7 (fig K-6).
This report is available in two subclasses as follows:

(1) Subclass 1. By using a combination of 1 to 4 input PIRS request data cards, DIC N91 and a combination of 1 to 9 PIRS logic data cards, DIC N92, PIRS will punch the employee master record data that matches the parameters requested on the input cards, in SSAN sequence.

Appendix K--Continued

(2) Subclass 2. By using a combination of 1 to 4 input PIRS request data cards, DIC N91, a combination of 1 to 9 PIRS logic data cards, DIC N92, and a PIRS sort data card, DIC N93; PIRS will punch the employee master record data that matches the parameters requested on the input cards, in the sequence requested on the sort card.

K-5. Error messages and corrective actions. a. Request data input card format (N91).

(1) "Invalid request number." Request number not numeric. Review request number of card N91 and correct input.

(2) "Trailer No. 1 missing for N91 request card." Review trailer number fields for omitted or non-numeric trailer number(s).

(3) "Invalid trailer number in N91 request cards." Review trailer number fields for other than numeric 1 through 4.

(4) "Invalid class of output." Review report class code for other than numeric 1 through 4 and 6 and 7.

(5) "Invalid DEIN field." Review DEIN fields for first position spaces, for first position characters other than "0," "1," "P," or "S"; blanks or non-numeric characters in fields beginning with 0, 1, or 2; other than blanks in positions 2, 3, and 4 in fields beginning with "P"; and other than blanks in positions 2 and 3 in fields beginning with "S." "Number of characters exceeds 80"--self-explanatory.

(6) "Too many request cards." Review cards containing the same request number for trailer numbers greater than 4 or for duplicate trailer numbers.

(7) "N91 cards missing." Review card set for presence of N92 through N94 cards with no accompanying N91 card.

(8) "Space DEIN not numeric." Review DEIN fields for data spacing entry (first position S) with a corresponding fourth and fifth position entry of other than numeric "01" through "99."

b. Logic data input card format (N92).

(1) "Trailer No. 1 missing for N92 logic cards." Review trailer number fields for omitted or non-numeric trailer number, or for trailer numbers out of sequence, or for "0" or greater than "9."

Appendix K--Continued

(2) "Card column 19 or 48 does not have operator code G, L, U, or E." Review operator code field(s) for blank(s) or for other than alphabetic characters "G," "L," "U," or "E."

(3) "AND/OR logic incorrect."

(4) "DEIN blank on previous logic card rejected."

(5) "Too many logic cards." Review logic cards of the same request number for duplicate trailer numbers.

(6) "Invalid DEIN in N92 logic card." Review logic card DEIN fields for DEIN's not in approved listing, for DEIN's containing other than numeric characters, for DEIN field first position other than "0," "1," or "2."

(7) "Invalid trailer number in N92 logic cards." Review logic cards trailer number fields for characters other than numeric "1" through "9."

(8) "Second logic or operator code invalid." Review second logic and operator fields of each N92 card for logic entry of other than "AND" or "OR," left-justified, or for operator entry of other than "G," "L," "U," or "E."

(9) "First DEIN field is blank." Review logic card(s) first DEIN field for blanks.

(10) "Invalid talent bank DEIN in logic cards." Review logic card(s) for DEIN's not in approved listing or for DEIN's reserved for use in sorting or printing only.

c. Sort data input card format (N93).

(1) "Sort card missing for class 6 output (request number added)." Review card set submitted for the request number for presence of N93 sort card. Prepare sort card for class 6 report request.

(2) "Invalid codes in sort DEIN's." Review DEIN fields for first position characters of other than "0," "1," "2," "B," "D," or "T"; for more than one TB; for first position characters B, D, or T, following a TB; or for other than spaces in the remaining positions following B, D, T, or TB.

(3) "Rejected. Spaces, T, or B in card column 11 of t card." Review first DEIN field for spaces, T, or B--st DEIN field must contain a DEIN shown in the approved ting.

Appendix K--Continued

(4) "Invalid DEIN in sort card." Review DEIN fields for DEIN's not in approved listing.

(5) "Too many characters for sort." Review and total field lengths of all DEIN's. Total may not exceed 32 positions.

(6) "Too many breaks." Review DEIN fields for more than one page break (code B)--one page break may be specified.

(7) "More than one sort card." Review all cards for the request number. Only one sort data card is permitted.

(8) "Too many totals." Review DEIN fields for total request (code T or TB). A total of five are permitted.

(9) "Special characters not allowed in descending sort." Review DEIN's immediately preceding any code D (descending sort). Any characters other than "A-Z" or "0-9" in the data fields of the master record are in error.

d. Header data input card format (N94).

(1) "Trailer numbers missing in N94 header cards." Review header and trailer number field(s) for omitted trailer numbers (trailer number 1 must be accompanied by a trailer number 2, trailer 3 by 4, and 5 by 6).

(2) "Header trailer not 1 through 6." Review trailer number fields for entries other than numeric "1" through "6."

(3) "N94 cards valid for class 6 output only." Review request number in N94 card for other than class 6 report request.

e. All input card formats--general errors.

(1) "Total number of input cards exceeds 100." Review total PIRS requests for that particular processing cycle, and if number of cards exceeds 100, remove sufficient report requests to reduce the total number of cards to 100 or less; resubmit excess report requests at a later time.

(2) "Input cards missing." Review report request submission for omission of required input cards for the class of report being requested as follows:

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Appendix K--Continued

| <u>Report class</u> | <u>N91</u> | <u>N92</u> | <u>N93</u> | <u>N94</u> |
|---------------------|------------|------------|------------|------------|
| 1 | X | | | |
| 2 | X | | | |
| 3 | X | | | |
| 4 | X | | | |
| 6 | X | X | X | X |
| 7 | X | X | X | |

(3) "Request over 20 cards." Review report request submission for presence of more than 20 cards for any one request number--number of cards per request number must not exceed 20.

(4) "Request is invalid."

(5) "Invalid document identifier code."

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Figure K-2. Short master record report, class 2.

K-23

Figure K-3. Occupational/competitive level report, class 3.

K-24

Figure K-4. Location and suspense report, class 4.

REMARKS:

Figure K-5. Preform, printer listing output, class 6.

Appendix K--Continued

CARD FORMAT

TITLE: PIRS INFORMATION CARD

| FIELD | TYPE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |
|--|------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| DATA IS VARIABLE TO MEET REQUIREMENTS OF CIVILIAN PERSONNEL ACTIVITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure K-6. Freeform, punched card output, class 7.

Appendix L

AMC PMIS REMOTE TERMINAL INQUIRY SYSTEM

L-1. Purpose. This appendix describes the US Army Materiel Command Personnel Management Information System (AMC PMIS) remote terminal inquiry system, and applies only to civilian personnel activities serviced by remote terminal equipment.

L-2. System title. AMC PMIS remote terminal inquiry system.

L-3. Concept. a. The AMC PMIS inquiry system is a procedure which instantaneously produces, upon request, any one of seven types of fixed-format printouts of selected data, which collectively include all data from an employee master record. The system products, described in detail in paragraph L-5, are as follows:

- (1) Pay and position data.
- (2) Organization data.
- (3) Retention and retirement data.
- (4) Performance and career data.
- (5) Address data.
- (6) Summary data.
- (7) Suspense data.

b. The inquiry system produces the printouts by entering the request from the remote terminal keyboard using the inquiry system call code (provided by the data processing activity), the desired data array inquiry code, and the employee social security account number (SSAN). The data array, with headings, applicable to the inquiry format requested is produced on the remote terminal printer.

c. To minimize unauthorized access to personal employee information, only the remote terminal designated for use by the civilian personnel activity will accept requests for and produce the inquiry printouts.

L-4. Input. a. AMC PMIS remote terminal inquiry request. The remote terminal inquiry request calls in the AMC PMIS inquiry system (call code), specifies the data array desired (inquiry code), and identifies the employee record (SSAN). The request is keyed directly from the terminal operating console by the terminal operator.

Appendix L--Continued

b. Source. Call code--terminal operator, inquiry code and SSAN--CPO (civilian personnel office).

c. Format.

| | |
|--------------|------------|
| Call code | XXXXX |
| Comma | , |
| Inquiry code | X |
| Comma | , |
| SSAN | XXXXXXXXXX |

L-5. Outputs. a. Pay and position data (inquiry code A).
The pay and position data inquiry printout shows the following information from the designated employee record.

Current date.

SSAN and check digit.

Employee name.

Position title (abbreviated).

Date of last equivalent increase.

Pay plan.

Occupation series.

Occupation series suffix.

Grade or level.

Step or rate.

Salary.

Pay basis.

Pay table code.

Pay rate determinant code.

Pay period indicator code.

Function designator code.

FEGLI (Federal Employees Group Life Insurance) code.

Appendix L--Continued

Retirement coverage code.

Date entered grade.

Date entered position title.

Position number.

Position tenure.

(1) Format. Figure L-1.

(2) Disposition. Retain or destroy per local requirements.

b. Organization data (inquiry code B). The organization data inquiry printout shows the following information from the designated employee record:

Organization narrative (in heading).

SSAN and check digit.

Employee name.

Duty station location code.

Command code.

Unit identification code (UIC).

Organization code.

TDA paragraph number.

TDA line number.

Submitting office number (SON).

Budget account number.

Agency code--CPO.

Employing office location code.

(1) Format. Figure L-2.

(2) Disposition. Retain or destroy per local requirements.

Appendix L--Continued

c. Retention and retirement data (inquiry code C). The organization data inquiry printout shows the following information from the designated employee record:

SSAN and check digit.

Employee name.

Pay plan.

Occupation series.

Occupation series suffix.

Grade or level.

Step or rate.

Tenure group code (PMIS).

Veterans preference code.

Retired military code.

Performance rating.

Competitive area code.

Competitive level code.

Date of birth

Service computation date (SCD).

SCD--RIF.

Date EOD (entry on duty) civil service.

Date EOD present station.

1) Format. Figure L-3.

2) Disposition. Retain or destroy per local
pements.

Performance and career data (inquiry code D). The
mance and career data inquiry printout shows the
ing information from the designated employee record:

SSAN and check digit.

Employee name.

Appendix L--Continued

Pay plan.

Occupation series.

Occupation series suffix.

Grade or level.

Step or rate.

Salary.

Career program code.

Performance rating.

Date of performance rating.

Position occupied code.

Type of appointment code.

Functional classification code.

Position tenure code.

Competitive area code.

Competitive level code.

Occupying obligated position code.

Education code.

Physical handicap code.

Underutilized code.

LWOP (leave without pay) indicator code.

Date career-conditional service began.

Date probation began.

(1) Format. Figure L-4.

(2) Disposition. Retain or destroy per local requirements.

Appendix L--Continued

e. Address data (inquiry code E). The address data inquiry printout shows the following information from the designated employee record:

SSAN and check digit.

Employee name.

Employee address.

Street.

City.

State.

ZIP code.

Date of birth.

Title code--personal.

(1) Format. Figure L-5.

(2) Disposition. Retain or destroy per local requirements.

f. Summary data (inquiry code F). The summary data inquiry printout shows the following information from the designated employee record:

SSAN and check digit.

Employee name.

Sex.

Date of birth.

Date EOD civil service.

Veterans preference code.

Tenure group code (PMIS).

Physical handicap code.

Citizenship code.

Appendix L--Continued

Type-of-civilian record code.

Pay plan.

Grade or level.

Step or rate.

Command code.

UIC.

Organization code.

Civilian performance rating.

Security clearance code.

Date of security clearance.

Type-of-security investigation code.

Date of security investigation.

(1) Format. Figure L-6.

(2) Disposition. Retain or destroy per local requirements.

g. Suspense data (inquiry code G). The suspense data inquiry printout shows suspense information from the designated employee record as follows:

SSAN and check digit.

Employee name.

Suspense codes.

Suspense dates.

(1) Format. Figure L-7.

(2) Disposition. Retain or destroy per local requirements.

Appendix L--Continued

| TITLE PAY AND POSITION DATA (INQUIRY A) | | | | | | | | | | | | | |
|---|----------------|------------|--------|------|------|------|------|------|------|------|------|------|------|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| PRINTER FORMAT | | | | | | | | | | | | | |
| 1 | INCL | INCL | INCL | INCL | INCL | INCL | INCL | INCL | INCL | INCL | INCL | INCL | INCL |
| 2 | INCL | INCL | INCL | INCL | INCL | INCL | INCL | INCL | INCL | INCL | INCL | INCL | INCL |
| 3 | SSAN | 99-99-9999 | 9 | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | PAY PLAN | SELF-SUP | | | | | | | | | | | |
| 6 | GRADE | STEP | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | XX-XXXX | XX XX/XX | 972222 | 99 | XX | XX | XX | XX | XX | XX | XX | XX | XX |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | END OF INQUIRY | A | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | |
| REMARKS: | | | | | | | | | | | | | |

Figure L-1. Pay and position data.

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Figure L-2. Organization data.

Figure 1.-3 continued.

Appendix L--Continued

| PRINTER FORMAT | | | | | | | | | | | | | | |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| PERFORMANCE AND CAREER DATA (INQUIRY D) | | | | | | | | | | | | | | |
| TITLE | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 | 2345678901 |
| 2 | NAME | NAME | NAME | NAME | NAME | NAME | NAME | NAME | NAME | NAME | NAME | NAME | NAME | NAME |
| 3 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 4 | POS | POS | POS | POS | POS | POS | POS | POS | POS | POS | POS | POS | POS | POS |
| 5 | COMP | COMP | COMP | COMP | COMP | COMP | COMP | COMP | COMP | COMP | COMP | COMP | COMP | COMP |
| 6 | LEVEL | LEVEL | LEVEL | LEVEL | LEVEL | LEVEL | LEVEL | LEVEL | LEVEL | LEVEL | LEVEL | LEVEL | LEVEL | LEVEL |
| 7 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 8 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 9 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 10 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 11 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 12 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 13 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 14 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 15 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 16 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 17 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 18 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 19 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 20 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 21 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 22 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 23 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |
| 24 | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE | DATE |

REMARKS:

Figure L-4. Performance and career data.

L-12

Figure L-5. Address data.

Appendix L--Continued

| TITLE SUMMARY DATA (INQUIRY I) | | | | | | | | | | | | | |
|--------------------------------|-----|---|---|---|---|---|---|---|---|----|----|----|----|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| PRINTER FORMAT | | | | | | | | | | | | | |
| 1 | INQ | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 4 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 6 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 7 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 8 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 9 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 10 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 11 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 12 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 13 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 14 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 15 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 16 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 17 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 18 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 19 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 20 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 21 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 22 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 23 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 24 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| REMARKS: | | | | | | | | | | | | | |

Figure L-6. Summary data.

Appendix L--Continued

| TITLE SUSPENSE DATA (INQUIRY G) | | | | | | | | | | | | | |
|---------------------------------|------------------|---------------|------|------------------------------|---|----------|---|----------|---|----------|----|----------|----|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| PRINTER FORMAT | | | | | | | | | | | | | |
| 1 | ACDA | INQUIRY G | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | SSAN | 999-99-9999 G | NAME | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | K | 99/99/99 | X | 99/99/99 | X | 99/99/99 | X | 99/99/99 | X | 99/99/99 | X | 99/99/99 | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | END OF INQUIRY G | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | |
| 24 | REMARKS: | | | | | | | | | | | | |

Figure L-7. Suspense data.

Appendix M

DEPARTMENT OF THE ARMY CIVILIAN PERSONNEL INFORMATION SYSTEM

M-1. Purpose. This appendix describes the US Army Materiel Command Personnel Management Information System (AMC PMIS) method for identifying requirements for producing required input to the Department of the Army Civilian Personnel Information System (DA CIVPERSINS).

M-2. System title. AMC PMIS input to DA CIVPERSINS preparation system.

M-3. Concept. The AMC PMIS input to DA CIVPERSINS preparation system provides for the automated identification of requirements for the production of DA CIVPERSINS punched card input. It is accomplished by the examination and logical application of the nature of data in employee master record and control type data elements--type-of-civilian record code, processing action code, secondary nature-of-action (NOA) code, DA CIVPERSINS suffix code (corrections, amendments, and cancellations only), and the basic data elements of the employee master record corresponding to the DA CIVPERSINS data elements. The system will not permit the creation of a master record for an Army employee unless all data elements identified as being required for DA CIVPERSINS are submitted and valid. The system will automatically produce any required input to DA CIVPERSINS when personnel actions accomplished by a Standard Form (SF) 50 (Notification of Personnel Action) or DA Form 2515 (Payroll Change Slip) are processed, and will automatically produce any required input when any DA CIVPERSINS data element is added, changed, or deleted without an accompanying personnel action. DA CIVPERSINS suffix codes are automatically entered in the DA CIVPERSINS input, except as a result of correction, amendment, or cancellation action. When an AMC PMIS employee master record is being created or deleted at the local level, the system requires the submission of a processing action code to direct the action to be taken with respect to the DA CIVPERSINS employee record--to create, change, or delete; however, no such submission is required when the type of record of the AMC PMIS is changed--the system will automatically direct the action to be taken with respect to the DA CIVPERSINS record. DA CIVPERSINS input card 3 (minority group designator) must be manually produced, as required.

M-4. Input. Other than the manual preparation of input card 3 (minority group designator) described below, no AMC PMIS input, specifically in support of the DA CIVPERSINS,

Appendix M--Continued

is required--all required DA CIVPERSINS inputs result from other processes of the AMC PMIS.

a. DA CIVPERSINS minority group designator (card 3). The DA CIVPERSINS minority group designator input format (card 3) is the means by which the DA CIVPERSINS is notified that a newly hired DA employee is designated as being of a minority group, and is prepared and submitted only if the employee is so designated.

b. Source of input. CPO (civilian personnel office).

c. Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|--|
| Card number | 1 | Enter "3." |
| Social security account number | 2-10 | Enter employee's social security account number (SSAN), less hyphens. |
| Minority code | 11 | Enter appropriate minority group code, as follows--
1--Negro.
2--Spanish surnamed.
3--American Indian.
4--Oriental.
5--Aleut employees in Alaska.
6--Eskimo employees in Alaska.
7--None of these (do not prepare card 3 input if for this code). |
| Submitting office number | 12-15 | Enter submitting office number (SON). |
| Blank | 16-80 | Leave blank. |

d. Input control instructions. The card must be under the control and supervision of the Equal Opportunity Officer (EOO) at all times.

e. Disposition. As directed by the local EOO.

f. Input sequence. Manually combine with other DA CIVPERSINS input cards when ready to transmit to DA.

Appendix M--Continued

M-5. Output. a. Accession actions.

(1) Gain to DA (processing action code B--create DA CIVPERSINS record).

(a) DA CIVPERSINS basic data card 1 and card 2. The DA CIVPERSINS basic data card 1 and card 2 are used to submit the required elements of data to DA when the personnel action results in an addition of an employee to the Department of the Army. Card 1 is always accompanied by a card 2 and, if appropriate, by a manually prepared DA CIVPERSINS minority group designator card 3.

(b) Format.

| <u>Card 1</u> | | |
|--------------------------------|---------------------|---------------------|
| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
| Card number | 1 | Always "1." |
| Social security account number | 2-10 | Always entered. |
| Employee name | 11-37 | Always entered. |
| Nature of action code | 38-40 | Always entered. |
| CIVPERSINS suffix | 41-42 | Always "AA." |
| Effective date | 43-48 | Always entered. |
| Sex | 49 | Always entered. |
| Date of birth | 50-55 | Always entered. |
| Citizenship code | 56 | Always entered. |
| Veterans preference | 57 | Always entered. |
| Employee tenure | 58 | Always entered. |
| Service computation date (SCD) | 59-64 | Always entered. |

Appendix M--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------------|---------------------|---------------------|
| Physical handi-
cap code | 65-66 | Always entered. |
| Time basis of
employment | 67 | Always entered. |
| Position tenure | 68 | Always entered. |
| Pay plan | 69-70 | Always entered |
| Occupation
series code | 71-74 | Always entered. |
| Functional
classification
code | 75-76 | Always entered. |
| Blank | 77-80 | Left blank. |

Card 2

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|-----------------------------------|---------------------|---------------------|
| Card number | 1 | Always "2." |
| Social security
account number | 2-10 | Always entered. |
| Employee last
name (5 pos) | 11-15 | Always entered. |
| Grade or level | 16-17 | Always entered. |
| Step or rate | 18-19 | Always entered. |
| Salary | 20-24 | Always entered. |
| Pay basis | 25-26 | Always entered. |
| Pay rate
determinant | 27 | Always entered. |
| Command code | 28-29 | Always entered. |

Appendix M--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|---------------------|
| Unit identification code (UIC) | 30-35 | Always entered. |
| Location code | 36-44 | Always entered. |
| Function designator | 45 | Always entered. |
| Position occupied | 46 | Always entered. |
| Type of appointment | 47-48 | Always entered. |
| Career program code | 49-50 | Always entered. |
| Submitting office number | 51-54 | Always entered. |
| Blank | 55-80 | Left blank. |

(2) Movement within DA (processing action code D--change DA CIVPERSINS record).

(a) DA CIVPERSINS multiple data element change card 4.
The DA CIVPERSINS multiple data element change card 4 is used to submit the required elements of data when the personnel action results in a movement of the employee within the Department of the Army.

(b) Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|---------------------|
| Card number | 1 | Always "4." |
| Social security account number | 2-10 | Always entered. |
| Employee last name (5 pos) | 11-15 | Always entered. |

Appendix M--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|---------------------------|---------------------|---------------------|
| Nature-of-action code | 16-18 | Always entered. |
| CIVPERSINS suffix | 19-20 | Always "CC." |
| Effective date | 21-26 | Always entered. |
| Employee tenure | 27 | Always entered. |
| Time basis of employment | 28 | Always entered |
| Position tenure | 29 | Always entered. |
| Pay plan | 30-31 | Always entered. |
| Occupation series | 32-35 | Always entered. |
| Functional classification | 36-37 | Always entered. |
| Grade or level | 38-39 | Always entered. |
| Step or rate | 40-41 | Always entered. |
| Salary | 42-46 | Always entered. |
| Pay basis | 47-48 | Always entered. |
| Pay rate determinant | 49 | Always entered. |
| Command code | 50-51 | Always entered. |
| Init identification code | 52-57 | Always entered. |
| code | 58-66 | Always entered. |
| | 67 | Always entered. |
| Position occupied | 68 | Always entered. |

Appendix M--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---------------------|---------------------|
| Type of appointment | 69-70 | Always entered. |
| Career program code | 71-72 | Always entered. |
| Submitting office number | 73-76 | Always entered. |
| Blank | 77-80 | Left blank. |

b. Loss actions. Movement within DA (processing action code H--no change to DA CIVPERSINS record by losing CPO). No output to DA CIVPERSINS is produced.

c. Losses. Loss to DA (processing action code K--delete DA CIVPERSINS record).

(1) DA CIVPERSINS single data element change card 5.
The DA CIVPERSINS single data element change card 5 is used to submit the required elements of data when the personnel action results in a loss of an employee from the Department of the Army.

(2) Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|---------------------|
| Card number | 1 | Always "5." |
| Social security account number | 2-10 | Always entered. |
| Employee last name (5 pos) | 11-15 | Always entered. |
| Nature-of-action code | 16-18 | Always entered. |
| CIVPERSINS suffix | 19-20 | Always "LL." |
| Effective date | 21-26 | Always entered. |

Appendix M--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---------------------|---------------------|
| Submitting office number | 27-30 | Always entered. |
| Blank | 31-80 | Left blank. |

d. Change actions.

(1) Gain to DA (existing PMIS master record is changed from non-Army to Army--type of civilian record code changed from C to A or B).

(a) DA CIVPERSINS data card 1 and card 2. The DA CIVPERSINS data card 1 and card 2 are used to submit the required elements of data to DA when the personnel action results in the addition of an employee to the Department of the Army when the employee is transferred from a non-Army activity to an Army activity and both activities are serviced by the same CPO. Card 1 is always accompanied by a card 2 and, if appropriate, by a manually prepared DA CIVPERSINS minority group designator card 3.

(b) Format.

| <u>Card 1</u> | | |
|--------------------------------|---------------------|---------------------|
| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
| Card number | 1 | Always "1." |
| Social security account number | 2-10 | Always entered. |
| Employee name | 11-37 | Always entered. |
| Nature-of-action code | 38-40 | Always entered. |
| CIVPERSINS suffix | 41-42 | Always "AA." |
| Effective date | 43-48 | Always entered. |
| Sex | 49 | Always entered. |
| Date of birth | 50-55 | Always entered. |

Appendix M--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|---------------------|
| Citizenship code | 56 | Always entered. |
| Veterans preference | 57 | Always entered. |
| Employee tenure | 58 | Always entered. |
| Service computation date | 59-64 | Always entered. |
| Physical handicap code | 65-66 | Always entered. |
| Time basis of employment | 67 | Always entered. |
| Position tenure | 68 | Always entered. |
| Pay plan | 69-70 | Always entered. |
| Occupation series code | 71-74 | Always entered. |
| Functional classification code | 75-76 | Always entered. |
| Blank | 77-80 | Left blank. |

Card 2

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|---------------------|
| Card number | 1 | Always "2." |
| Social security account number | 2-10 | Always entered |
| Employee last name (5 pos) | 11-15 | Always entered. |
| Grade or level | 16-17 | Always entered. |
| Step or rate | 18-19 | Always entered. |

Appendix M--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---------------------|---------------------|
| Salary | 20-24 | Always entered. |
| Pay basis | 25-26 | Always entered. |
| Pay rate determinant | 27 | Always entered. |
| Command code | 28-29 | Always entered. |
| Unit identification code | 30-35 | Always entered. |
| Location code | 36-44 | Always entered. |
| Function designator | 45 | Always entered. |
| Position occupied | 46 | Always entered. |
| Type of appointment | 47-48 | Always entered. |
| Career program code | 49-50 | Always entered. |
| Submitting office number | 51-54 | Always entered. |
| Blank | 55-80 | Left blank. |

(2) Loss to DA (existing PMIS master record is change from Army to non-Army--type of civilian record code change from A or B to C).

(a) DA CIVPERSINS single data element change card 5.
The DA CIVPERSINS single data element change card 5 is used to submit the required data elements when the personnel action results in a loss of an employee from the Department of the Army when the employee is transferred from an Army activity to a non-Army activity and both activities are serviced by the same CPO.

Appendix M--Continued

(b) Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|---------------------|
| Card number | 1 | Always "5." |
| Social security account number | 2-10 | Always entered. |
| Employee last name (5 pos) | 11-15 | Always entered. |
| Nature-of-action code | 16-18 | Always entered. |
| CIVPERSINS suffix | 19-20 | Always "LL." |
| Effective date | 21-26 | Always entered. |
| Submitting office number | 27-30 | Always entered. |
| Blank | 31-80 | Left blank. |

(3) Change in command code, UIC, or SON to PMIS Army record.

(a) DA CIVPERSINS multiple data element change card 4.
The DA CIVPERSINS multiple data element change card 4 is used to submit all required and changed elements of data when the personnel action results in a change in command code, UIC, or SON of an Army PMIS master record.

(b) Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|---------------------|
| Card number | 1 | Always "4." |
| Social security account number | 2-10 | Always entered. |
| Employee last name (5 pos) | 11-15 | Always entered. |

Appendix M--Continued

| <u>Data element</u> | <u>Card
columns</u> | <u>Instructions</u> |
|--------------------------------------|-------------------------|---------------------|
| Nature-of-
action code | 16-18 | Always entered. |
| CIVPERSINS
suffix | 19-20 | Always "CC." |
| Effective date | 21-26 | Always entered. |
| Employee tenure | 27 | If changed. |
| Time basis of
employment | 28 | If changed. |
| Position tenure | 29 | If changed. |
| Pay plan | 30-31 | If changed. |
| Occupation
series | 32-35 | If changed. |
| Functional
classification
code | 36-37 | If changed. |
| Grade or level | 38-39 | If changed. |
| Step or rate | 40-41 | If changed. |
| Salary | 42-46 | If changed. |
| Pay basis | 47-48 | If changed. |
| Pay rate
determinant | 49 | If changed. |
| Command code | 50-51 | Always entered. |
| Unit identi-
fication code | 52-57 | Always entered. |
| Location code | 58-66 | Always entered. |
| Function
designator | 67 | If changed. |

Appendix M--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---------------------|---------------------|
| Position occupied | 68 | If changed. |
| Type of appointment | 69-70 | If changed. |
| Career program code | 71-72 | If changed. |
| Submitting office number | 73-76 | Always entered. |
| Blank | 77-80 | Left blank. |

(4) Change in two or more DA CIVPERSINS data elements other than command code, UIC, SON, or location code.

(2) DA CIVPERSINS multiple data element change card 4. The DA CIVPERSINS multiple data element change card 4 is used to submit the required data elements (those changed only) when the personnel action results in a change in two or more data elements shown, with no change in command code, UIC, SON, or duty station location code of an Army PMIS master record.

(b) Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|---------------------|
| Card number | 1 | Always "4." |
| Social security account number | 2-10 | Always entered. |
| Employee last name (5 pos) | 11-15 | Always entered. |
| Nature-of-action code | 16-18 | Always entered. |
| CIVPERSINS suffix | 19-20 | Always "SS." |

Appendix M--Continued

| <u>Data element</u> | <u>Card
columns</u> | <u>Instructions</u> |
|--------------------------------------|-------------------------|---------------------|
| Effective date | 21-26 | Always entered. |
| Employee tenure | 27 | If changed. |
| Time basis of
employment | 28 | If changed. |
| Position tenure | 29 | If changed. |
| Pay plan | 30-31 | If changed. |
| Occupation
series | 32-35 | If changed. |
| Functional
classification
code | 36-37 | If changed. |
| Grade or level | 38-39 | If changed. |
| Step or rate | 40-41 | If changed. |
| Salary | 42-46 | If changed. |
| Pay basis | 47-48 | If changed. |
| Pay rate
determinant | 49 | If changed. |
| Command code | 50-51 | Left blank. |
| Unit identi-
fication code | 52-57 | Left blank. |
| Location code | 58-66 | Left blank. |
| Function
designator | 67 | If changed. |
| Position
occupied | 68 | If changed. |
| Type of
appointment | 69-70 | If changed. |

Appendix M--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---------------------|---------------------|
| Career program code | 71-72 | If changed. |
| Submitting office number | 73-76 | Always entered. |
| Blank | 77-80 | Left blank. |

(5) Change in one DA CIVPERSINS data element other than command code, UIC, SON, or location code.

(a) DA CIVPERSINS single data element change card 5. The DA CIVPERSINS single data element change card 5 is used to submit a single changed element of data as a result of a personnel action or as a result of nonpersonnel action change (with no change in command code, UIC, SON, or duty station location code) of an Army PMIS master record.

(b) Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|---|
| Card number | 1 | Always "5." |
| Social security account number | 2-10 | Always entered. |
| Employee last name (5 pos) | 11-15 | Always entered. |
| Nature-of-action code | 16-18 | Always "911" through "931," as applicable, to the data element being changed. |
| CIVPERSINS suffix | 19-20 | Always "SS." |
| Effective date | 21-26 | (Current date entered if no effective date submitted). |
| Submitting office number | 27-30 | Always entered. |
| Changed data field | 31-80 | Change data applicable to NOA code is entered, left-justified. |

Appendix M--Continued

e. Nonpay status actions.

(1) DA CIVPERSINS single data element change card 5. The DA CIVPERSINS single data element change card 5 is used to submit a notification to DA when the personnel action results in the placement of an Army employee in a nonpay status of more than 30 days duration and the return to duty of such an employee.

(2) Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|----------------------------|---------------------|----------------------|
| Card number | 1 | Always "5." |
| Social security number | 2-10 | Always entered. |
| Employee last name (5 pos) | 11-15 | Always entered. |
| Nature-of-action code | 16-18 | Always entered. |
| CIVPERSINS suffix | 19-20 | Always "LL" or "AA." |
| Effective date | 21-26 | Always entered. |
| Submitting office number | 27-30 | Always entered. |
| Changed data field | 31-80 | Left blank. |

f. Correction and amendment actions--no DA CIVPERSINS error card (card 6) received. The system will produce applicable output in the same manner as the change actions described in d(2), (3), or (4) above.

g. Intermittent employee employment data actions.

(1) DA CIVPERSINS single data element change card 5. The DA CIVPERSINS single data element change card 5 is used to submit a notification to DA when an intermittently employed employee works at least 8 hours during the preceding month.

Appendix M--Continued

(2) Format.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|--|
| Card number . | 1 | Always "5." |
| Social security account number | 2-10 | Always entered. |
| Employee last name (5 pos). | 11-15 | Always entered. |
| Nature-of-action code | 16-18 | Always "932." |
| CIVPERSINS suffix | 19-20 | Always "SS." |
| Effective date | 21-26 | Always last day of the month in month, day, and year sequence. |
| Submitting office number | 27-30 | Always entered. |
| Changed data field | 31-80 | Left blank. |

h. Correction actions--DA CIVPERSINS error card (card 6) received. The system will produce applicable output as described below.

(1) DA CIVPERSINS single data element change card 5. The DA CIVPERSINS single data element change card 5 is used to submit a single corrected data element as a result of a corrected personnel action or a nonpersonnel action data element submission following receipt of a DA CIVPERSINS error card (card 6).

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|---------------------|
| Card number | 1 | Always "5." |
| Social security account number | 2-10 | Always entered. |

Appendix M--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|----------------------------|---------------------|---|
| Employee last name (5 pos) | 11-15 | Always entered. |
| Nature-of-action code | 16-18 | 911 through 931 series only. |
| CIVPERSINS suffix | 19-20 | A1, C1, or S1. |
| Effective date | 21-26 | Always entered. |
| Submitting office number | 27-30 | Always entered. |
| Changed data field | 31-80 | Corrected data applicable to NOA code is entered, left-justified. |

(2) DA CIVPERSINS multiple data element change card 4.
The DA CIVPERSINS multiple data element change card 4 is used to submit two or more corrected elements of data as a result of a corrected personnel action (other than accession action) or nonpersonnel action corrected data element sub-missions following receipt of a DA CIVPERSINS error card (card 6).

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|---------------------|
| Card number | 1 | Always "4." |
| Social security account number | 2-10 | Always entered. |
| Employee last name (5 pos) | 11-15 | Always entered. |
| Nature-of-action code | 16-18 | Always entered. |
| CIVPERSINS suffix | 19-20 | C1 or S1. |
| Effective date | 21-26 | Always entered. |
| Employee tenure | 27 | If corrected. |

Appendix M--Continued

| <u>Data element</u> | <u>Card
columns</u> | <u>Instructions</u> |
|--------------------------------------|-------------------------|-----------------------------------|
| Time basis of
employment | 28 | If corrected. |
| Position tenure | 29 | If corrected. |
| Pay plan | 30-31 | If corrected. |
| Occupation
series | 32-35 | If corrected. |
| Functional
classification
code | 36-37 | If corrected. |
| Grade or level | 38-39 | If corrected. |
| Step or rate | 40-41 | If corrected. |
| Salary | 42-46 | If corrected. |
| Pay basis | 47-48 | If corrected. |
| Pay rate
determinant | 49 | If corrected. |
| Command code | 50-51 | Always entered if suffix is "Cl." |
| Unit identi-
fication code | 52-57 | Always entered if suffix is "Cl." |
| Location code | 58-66 | Always entered if suffix is "Cl." |
| Function
designator | 67 | If corrected. |
| Position
occupied | 68 | If corrected. |
| Type of
appointment | 69-70 | If corrected. |
| Career program
code | 71-72 | If corrected. |

Appendix M--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---------------------|---------------------|
| Submitting office number | 73-76 | Always entered. |
| Blank | 77-80 | Left blank. |

(3) DA CIVPERSINS basic data card 1 and card 2.

(a) The DA CIVPERSINS basic data card 1 and card 2 are used to submit two or more corrected elements of data as a result of a corrected accession type (gain to DA) personnel action following receipt of a DA CIVPERSINS error card (card 6).

(b) The output is the same in all respects as that described in a above, except that the CIVPERSINS suffix will be "A1."

i. Cancellation actions. The system will produce applicable cancellation output as described below.

(1) DA CIVPERSINS single data element change card 5. DA CIVPERSINS single data element change card 5 is used to submit a notification to DA when the personnel action results in a cancellation of an accession (gain to DA) or return to duty action, a cancellation of a change action involving but one element of data, or a cancellation of a nonpay status action.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|---------------------|
| Card number | 1 | Always "5." |
| Social security account number | 2-10 | Always entered. |
| Employee last name (5 pos) | 11-15 | Always entered. |
| Nature-of-action code | 16-18 | Always entered. |
| CIVPERSINS suffix | 19-20 | AZ, LZ, or SZ. |
| Effective date | 21-26 | Always entered. |

Appendix M--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------|---------------------|---|
| Submitting office number | 27-30 | Always entered. |
| Changed data field | 31-80 | Suffix AZ or LZ, left blank.
Suffix SZ, element of data after cancellation, per the applicable "911" through "931" series NOA code is entered, left-justified. |

(2) DA CIVPERSINS multiple-data-element change card 4.
DA CIVPERSINS multiple data element change card 4 is used to submit notification to DA when the personnel action results in a cancellation of movement within DA type action, or a cancellation of a change action involving two or more elements of data.

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|----------------------|
| Card number | 1 | Always "4." |
| Social security account number | 2-10 | Always entered. |
| Employee last name (5 pos) | 11-15 | Always entered. |
| Nature-of-action code | 16-18 | Always entered. |
| CIVPERSINS | 19-20 | Always "CZ" or "SZ." |
| Effective date | 21-26 | Always entered. |
| Employee tenure | 27 | If canceled. |
| Time basis of employment | 28 | If canceled. |
| Position tenure | 29 | If canceled. |
| Pay plan | 30-31 | If canceled. |
| Occupation series | 32-35 | If canceled. |

Appendix M--Continued

| <u>Data element</u> | <u>Card columns</u> | <u>Instructions</u> |
|--------------------------------|---------------------|-----------------------------------|
| Functional classification code | 36-37 | If canceled. |
| Grade or level | 38-39 | If canceled. |
| Step or rate | 40-41 | If canceled. |
| Salary | 42-46 | If canceled. |
| Pay basis | 47-48 | If canceled. |
| Pay rate determinant | 49 | If canceled. |
| Command code | 50-51 | Always entered if suffix is "CZ." |
| Unit identification code | 52-57 | Always entered if suffix is "CZ." |
| Location code | 58-66 | Always entered if suffix is "CZ." |
| Function designator | 67 | If canceled. |
| Position occupied | 68 | If canceled. |
| Type of appointment | 69-70 | If canceled. |
| Career program code | 71-72 | If canceled. |
| Submitting office number | 73-76 | Always entered. |
| Blank | 77-80 | Left blank. |

(3) DA CIVPERSINS basic data card 1 and card 2.

(a) DA CIVPERSINS basic data card 1 and card 2 are used to submit a notification to DA when the personnel action results in a cancellation of a loss (loss to DA type) action.

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Appendix M--Continued

(b) The output is the same in all respects as that described in a above, except that the CIVPERSINS suffix will be "LZ."

Appendix N

AMC PMIS OPERATING PROCEDURES

N-1. Purpose. This appendix prescribes the operating sequence of events required to assure that the system accomplishes its objectives.

N-2. General. The US Army Materiel Command Personnel Management Information System (AMC PMIS) is structured so that inputs and product requests are processed in a sequence that precludes need for manually manipulating the various operational sequence. The normal sequence is described in paragraph N-3. However, some operations should be scheduled for accomplishment at specified periods so as to assure the integrity and currency of the master file. The suggested schedule is described in paragraph N-4.

N-3. Normal processing cycle. The AMC PMIS normal processing cycle sequence is as follows:

a. At the beginning of every processing cycle, all inputs and product requests are sorted and stored for distribution to the various processing routines.

b. Any inputs making additions, changes, or deletions to the AMC PMIS tables are processed. A table error and updated table listing are prepared.

c. Individual employee personnel actions and nonpersonnel action-related changes to the employee master record are processed. The action request and personnel data are checked for validity and completeness, an error listing is produced, and transactions having invalid or incomplete data are rejected. Valid and complete transaction data are used to update the employee master record, personnel documents (Standard Form 50, Notification of Personnel Action, or DA Form 2515, Payroll Change Slip) are produced as required, and appropriate input to DA CIVPERSINS is produced.

d. With personnel actions and master record update accomplished, any submitted report and document requests which automatically cause further updating of the employee master record are processed.

(1) Product request numbers, 21, 23, and 25 (suspense data deletion lists A, B, and C). If the suspense date of the suspense action shown on each of these lists is the same or prior to the current date, the suspense code and date is deleted from the employee master record and the employee name and suspense date is entered under the appropriate item of the list.

Appendix N--Continued

(2) Product request number 27 (employees performance rating and career appraisal suspense lists, and DA Forms 1052). Employees due performance ratings or career appraisals within the next 3 and 2 months, respectively, are identified; suspense code and due date are entered in the employee master record suspense field, performance rating and career appraisal suspense lists are produced and, for noncareerists, DA Form 1052 (Employee Performance Rating) (heading only) is produced. At the same time, if a suspense code and date already in the employee master record suspense field is found to be the same or earlier than the current date, performance rating and date is automatically updated and, for noncareerists, the suspense code and date are deleted--for careerists, the suspense code and date are not deleted until career appraisal date and data are submitted.

(3) Product request number 31 (within grade increase suspense lists A and B, and DA Form 2515). Employees due within grade increase during the next 3 months (1 month for Wage Board (WB) employees) are identified, suspense code and effective date is entered in the employee master record suspense field, DA Form 2515 is prepared for those employees newly identified as due an increase, and within grade increase suspense lists (DA Form 2515 prepared, pending) are prepared. At the same time, if a suspense code is found to be the same or earlier than the current date, the employee master record is updated with the new step, salary, date of last equivalent increase, and date entered step; the suspense code and date are deleted, and DA CIVPERSINS input is produced.

e. At this point in the processing cycle, the master record is fully updated, the system is ready to produce any fixed-format suspense lists, reports, and rosters which do not change the employee master file in any way. These include product request number 01, 02, 03, 04, 05, 06, 08, 09, 10, 20, 22, 24, 29, 32, 40, 41, 43, 44, 46, 47, 48, and 49, as described in appendix J.

f. Personnel information retrieval system (PIRS) report requests must be scheduled to be processed immediately following the fixed-format report requests, above.

g. Not included in the normal processing cycle is the processing of new pay schedule authorization pay adjustments. This process must be specially scheduled to follow PIRS requests, above. The system, from the parameter data submitted, automatically identifies employees eligible for the pay adjustment, produces DA Form 2515 and DA CIVPERSINS input,

Appendix N--Continued

produces listing of employees at a saved or retained rate, and updates the master file with the new salary.

h. For those activities having the equipment, inquiries from video display station may be processed at any time.

N-4. Schedule. The AMC PMIS produces no personnel documents or forms, suspense lists, reports, rosters, or inputs to other systems; and the employee master record is not updated unless employee action, employee data, report, or document or form requests are submitted. Thus, practical operation of the system requires that some form of schedule, such as recommended below, be established and followed:

a. Daily processes.

(1) Submit table update data.

(2) Submit employee gain or loss, and nonpay status and return to duty actions.

(3) Submit nonpersonnel action master record changes.

(4) Submit fixed-format (without update) report requests (except suspense lists and report 49).

(5) Submit PIRS requests.

b. Prior to pay period beginning date. Submit individual employee personnel action requests.

c. Immediately following pay period beginning date. Submit step increase process request (product number 31).

d. Monthly.

(1) Submit performance rating and career appraisal process request (product number 27).

(2) Submit suspense data deletion list requests (product numbers 21, 23, and 25).

(3) Submit suspense data list requests (product numbers 08, 10, 20, 22, 24, 29, and 32).

e. Last day of month. Request intermittent employee report.

Appendix N--Continued

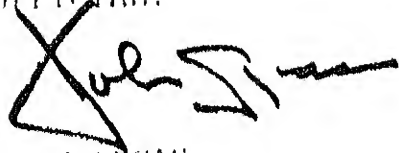
F. As required, but on stand-alone processing cycle.
Submit new pay schedule authorization pay adjustment request.

E. Any time during workday. Submit remote station inquiry requests.

(AMCPT-C)

FOR THE COMMANDER:

OFFICIAL:

A handwritten signature in black ink, appearing to read "John Lucas", written over a large 'X' mark.

JOHN LUCAS
Colonel, GS
Chief, HQ Admin Mgt Ofc

JOSEPH W. PEZDIRTZ
Major General, USA
Chief of Staff

DISTRIBUTION:
Special